

Windsor Mews Board Meeting

Date of Meeting: 5/30/09
Location of Meeting: Jacinta's House
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Julie Emery, Cherlyn Castaldo, Ed Buhain

Minutes

Agenda Item: Minutes from April Board Meeting

Discussion: Minutes from 4/22/09 Board Meeting were ratified by Board.

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

Agenda Item: Board Member Stepping Down as Treasurer

Discussion: Matt Rodgers has stepped down from the Board due to work commitments but has offered to help as needed. Cherlyn has volunteered to take over the financial oversight role. We will need to fill the open position on the Board.

Conclusion: Jacinta to contact several committee members to see if one of them would like to join the Board.

Agenda Item: Armstrong Report

Discussion: Jacinta and Cherlyn are reviewing invoices before Armstrong pays them. Violation letters seem to be going out on a timely basis. Several Board members have calls in to Steve O'Bannon of Armstrong regarding various issues.

Conclusion: Jacinta and Cherlyn will continue to review invoices.

Agenda Item: Armstrong Connect

Discussion: Ed has a call into Steve O'Bannon regarding cost structure for Armstrong Connect. 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: Need to compare and contrast ArmstrongConnect v. HOA Website and make a decision as to what makes the most sense.

Agenda Item: Tot Lot Issues

Discussion: Reviewed Fence replacement quotes and awarded job to Alger Fence. 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. Several health and safety concerns have been raised in writing regarding conditions at the tot lot. The issues cited included: Trash can overflowing; equipment concerns; nails protruding from fence; inadequate mulch layer. While these many concerns are being addressed, the Board feels it is best to close the tot lot.

Action Item(s): Julie to order caution tape and signage to close off tot lot. Julie to work with Alger Fence to schedule fence replacement project. Ed to do preliminary research on tot lot play equipment, trash can and benches. Jacinta to work with landscaper regarding mulch issue. Julie to look at sign options for tot lot asking residents to clean up after themselves.

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.

Agenda Item: Tennis Court Issues (Surface Repairs / Lock / Security / Signage)

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. Discussion centered on options for increasing security. We cannot use video surveillance with cameras (real or fake) for insurance reasons. Need customized signage at Tennis Court outlining rules and regulations.

Action Item(s): Cherlyn to obtain updated quote(s) and talk with Lock providers regarding options for securing tennis court. Julie to obtain estimated price for signage at Tennis Court.

Agenda Item: HOA Finances

Discussion: Cherlyn reviewed HOA finances and indicated that the Reserves look sound. Several large projects will be needed in the near term including:

- Seal Coating (2010 / \$8500 estimated)
- Tennis Court (2009 / \$7500 estimated)
- Curb Painting (2009 / \$5000 estimated)
- Tot Lot Fence (2009 / \$7500 contracted)
- Tot Lot Play Equipment (2009-10 / TBD)

Action Item(s): Bids will need to be obtained for above projects.

Agenda Item: Covenants Committee

Discussion: One Arch. Mod. Form was approved for an awning. The Committed walked the neighborhood. Four houses on Bideford need shutters. Need to ensure that Armstrong is handling Resale Inspections in a consistent fashion.

Action Item(s): Ed to check on any pending Resale Inspections with Armstrong.

Agenda Item: HOA Insurance

Discussion: Cherlyn reported that we have never filed a claim and should look at raising our deductibles. The cost of a new policy to cover the HOA Board Members is \$941 but we would also get a break on existing coverage.

Action Item(s): Cherlyn to work with Steve O'Bannon from Armstrong to have Officers' coverage added to our policy.

Agenda Item: Chadwick

Discussion: Jacinta reported that Sara Ross sent a letter to Fairfax County asking that the Fair Chase Bond not be removed at this time. The Inspector came out and said our claims were not valid so bond may be released. This is expected to happen later this summer. Discussion centered on how to inform concerned/affected residents of the pending bond release.

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. Jacinta to include an item in the Newsletter regarding the Fair Chase Bond Release issue so that concerned homeowners may follow up with the County.

Agenda Item: Dog Clean up Stands in Grassy area along Piney Branch

Discussion: Decided to order one Dog Clean Up Stand with a full service provider such as Doody Calls.

Action Item(s): Julie to order one dog clean up stand.

Agenda Item: New Resolutions

Discussion: Language to be added to DRAFT version of a "Complaint and Due Process Resolution" indicating that hearings will be held as scheduled. 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): Once finalized, the “Complaint and Due Process Resolution” will be sent out with the next Newsletter. Jacinta to ask Sara Ross to move forward with the other two resolutions as well.

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: Guidelines for Decks and Fences in our HOA Bylaws

Discussion: The existing guidelines covering Decks and Fences are outdated.

Action Item(s): Jacinta to ask Steve O’Bannon for samples of more recent guidelines from other Associations so we may look at updating our bylaws to reflect more current product offerings.

Agenda Item: Schedule next Board Meeting for June, 2009

Discussion: Cherlyn suggested that we may want to order menu board type signs to place at our neighborhood entrances letting residents know of Board Meetings.

Conclusion: Cherlyn to research menu board signs. The next Board Meeting will be held at Jacinta's home on Thursday, June 18, at 7:00 p.m.