

## Windsor Mews Board Meeting

Date of Meeting: 6/18/09  
Location of Meeting: Jacinta's House  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Julie Emery, Cherlyn Castaldo, Ed Buhain, Bob Brown

### Minutes

**Agenda Item:** Minutes from May Board Meeting

**Discussion:** Minutes from 5/30/09 Board Meeting were ratified by Board.

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

**Agenda Item:** New Board Member

**Discussion:** Bob Brown has agreed to join the Board as Member at Large and will continue in his roles on the Covenant's and Architectural Review Boards. Cherlyn Castaldo is now Board Treasurer.

**Conclusion:** Ed to update the website with these changes. Julie to update Dominion Towing's authorized list.

**Agenda Item:** Armstrong Report

**Discussion:** Jacinta and Cherlyn are reviewing invoices before Armstrong pays them. The review process has been going smoothly.

**Conclusion:** Jacinta and Cherlyn will continue to review invoices.

**Agenda Item:** Armstrong Connect

**Discussion:** Ed reported that Armstrong Connect costs \$1.00 each month per unit. He will be finding out more so a review and final decision can be made as to the most cost effective way to proceed.

**Conclusion:** Ed to contact Armstrong and compare/contrast ArmstrongConnect v. HOA Website and make a decision as to what makes the most sense.

**Agenda Item:** Tot Lot Issues

**Discussion:** Fence project was completed. The tot lot equipment was power washed and looks much improved so there are no immediate plans to look at replacement equipment. Cherlyn has offered to paint the merry-go-round to spruce it up. We still need to have the thick layer of mulch added by the landscapers to be in compliance with the County. The landscapers will periodically clean out the trashcan at the tot lot. We had a resident raise the concern of above ground tree roots in the tot lot that present a tripping hazard.

**Action Item(s):** Jacinta to work with landscaper regarding mulch issue. Cherlyn to paint the merry-go-round. Julie to look at sign options for tot lot asking residents to clean up after themselves. The above ground tree roots will be added to the list of tree work needed in the neighborhood.

**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 consulted with Steve O'Bannon on June 15, and he was to look into new quote for court surface repair, gate repair and lock. Julie to obtain an 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:** The Committee walked the neighborhood for peeling paint, missing shutters and landscaping issues. A nighttime walk is needed to identify light issues. Issues related to fruit trees, lines and makeshift irrigation systems were raised at meeting.

**Action Item(s):** Ed to head up any walks or follow-up on pending issues.

**Agenda Item:** HOA Insurance

**Discussion:** Cherlyn is looking to add Officers' Coverage to our insurance.

**Action Item(s):** Cherlyn to be speaking with Tracy from Armstrong Management regarding this addition to our coverage.

**Agenda Item:** Chadwick

**Discussion:** Fair Chase issue - Jacinta to set up a meeting with residents, HOA reps and Fairfax County inspector so everyone's concerns may be heard. This will be the final opportunity to address concerns.

Drainage Basin – Jacinta informed the Board that Armstrong received a letter from KIMCO Realty dated June 5, 2009, that based on an agreement between Trafalgar Properties and Price REIT (predecessors of Windsor Mews HOA and KIMCO Realty, respectively) in 1995, Windsor Mews was responsible for maintenance of the parcel while KIMCO would be responsible for cleanup and maintenance of the basin. This letter raised issues of ownership of the land, insurance implications, etc. It was agreed that the pond was clogged with trash and debris and could be a health issue as well.

- Action Item(s):**
1. Jacinta to work with Chadwick, Armstrong and Fairfax County, together with affected homeowners to resolve the longstanding issues before release of the Fair Chase Bond.
  2. Jacinta to work with Chadwick and Armstrong to ascertain our responsibilities in cleanup and maintenance of the drainage basin.
  3. 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:** Dog Clean up Stands in Grassy area along Piney Branch

**Discussion:** Decided that one Dog Clean up Stand with a full service provider such as Doody Calls is needed. Also discussed the concept of fines for those who do not clean up after their dogs and how enforceable those are.

**Action Item(s):** Julie to obtain pricing for one Dog Clean up stand. May wait to table the fine issue at the Annual Meeting.

**Agenda Item:** New Resolutions

**Discussion:** Language to be removed from draft "Complaint and Due Process Resolution" which would enable owners to pull the board into a hearing. There would be other methods for owners to address Board related issues.

**Action Item(s):** Jacinta to ask Sara Ross to make the change and finalize the resolution.

**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:** Signs in Neighborhood to promote Board Meetings

**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:** Idea tabled for now