

Windsor Mews Board Meeting

Date of Meeting: 7/22/09
Location of Meeting: Centreville Library
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Julie Emery, Cherlyn Castaldo, Ed Buhain, Bob Brown

Minutes

Agenda Item: Minutes from June Board Meeting

Discussion: Minutes from 6/18/09 Board Meeting were ratified by Board. Need to ensure that Minutes are being posted to on ArmstrongConnect and on our Windsor Mews websites.

Conclusion: Julie to forward Minutes to Steve at Armstrong and to Ed for posting.

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. Ed spoke with Steve but did not get all questions answered.

Conclusion: Tentative approval on keeping ArmstrongConnect in place for \$130/mo.

Agenda Item: Tot Lot Issues

Discussion: Exposed root (tripping hazard) should be addressed. Equipment is decent shape but some improvements would help. 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.

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. Given ongoing performance issues with current landscaper, new bids have been obtained and more will be obtained once specs are reviewed.

Action Item(s): Board members to review current bids; examine current specs adding to them if needed; and submit any other names of landscapers for consideration.

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

Discussion: New Quotes have been obtained by Armstrong and need to be reviewed. Ed suggested replacing the net on the court as well. Cherlyn to be meeting with Fencing companies regarding a lock system that attaches to metal plates on the fence. Need customized signage at Tennis Court outlining rules and regulations.

Action Item(s): Tennis court bids to be reviewed. Cherlyn to meet with Fencing companies regarding lock system. Julie to obtain pricing on signage.

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: Letters went out regarding hearings. There should be multiple hearings on July 29th at Armstrong. The resale inspection forms are being completed.

Action Item(s): Ed to check with Steve to make sure that letters regarding hearings were sent out early enough to provide the needed 14 days notice.

Agenda Item: HOA Insurance

Discussion: Cherlyn is looking to add Officers' Coverage to our insurance and has a call into Tracy at Armstrong.

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 – Productive meeting was held with Jacinta, Cherlyn and Simone in attendance from Windsor Mews along with a representative from Centex and a Fairfax County Inspector. Meeting resulted in Centex agreeing to do the following:

- some general clean up
- cut down 8-10 trees
- restore the trail to the proper width
- plant 2-3 trees in the open area

Drainage Basin – Took action per their request

Costco Proposal — Working on having David Gill's firm come out and provide an update to Windsor Mews Residents regarding the Costco Expansion Proposal.

Action Item(s): Bob to monitor Centex progress. Julie to follow up with David Gill regarding scheduling of Costco Meeting.

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

Discussion: Reviewed Doody Calls proposal and decided that one Dog Clean Up Stand 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 order one dog clean up stand as well as a one-time clean up of area along Piney Branch. Julie, Bob and Cherlyn will mark the spot for “The Gladiator” unit.

Agenda Item: Draft Audit

Discussion: Jacinta sent to Matt for his review.

Action Item(s): All Board Members should review.

Agenda Item: New Resolutions

Discussion: Tabled for now.

Action Item(s): N/A

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

