

Windsor Mews Board Meeting

Date of Meeting: 8/18/09
Location of Meeting: Jacinta's House
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Julie Emery, Ed Buhain, Bob Brown

Minutes

Agenda Item: Minutes from July Board Meeting

Discussion: Minutes from 7/22/09 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: Update on Violations / Hearings

Discussion: Ed and Bob to walk neighborhood to ensure that the various compliance issues addressed at the hearings have been adequately addressed. There are four homeowners who have provided no response.

Homeowner at 4769 Thornbury (creeper vine issue in rear yard) has raised concerns that he is being treated unfairly with regard to being cited for a violation.

Conclusion: In the cases of the four (4) owners who have made no response, we will initiate the fine process.

In the case of the homeowner at 4769 Thornbury, the Board determined that it would be best to have Armstrong and the Attorney send out letters re. the issues at hand.

Agenda Item: Tot Lot Issues

Discussion: Cherlyn and Russell painted the merry-go-round and it looks great, so our thanks go out to them for volunteering their efforts! 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 look at some new swings to update existing swing-set. 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. Julie to have 6"x6" on top of swing-set assessed to see if it should be replaced.

Agenda Item: Landscaper

Discussion: LCS is going to be doing our landscaping work through August and have not yet mulched the tot lot. The specs on the landscaping RFPs were changed to include the Tot Lot clean up as well as the Storm Drain maintenance. Several bids have been obtained and more will be obtained once specs are added.

Action Item(s): Board members to review current bids and award a new landscaping contract.

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

Discussion: New Quotes have been obtained by Armstrong and need to be reviewed. Discussion centered on whether we should proceed with resurfacing this Fall or wait until Spring. 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. Steve at Armstrong did approve a temporary fix of lock for \$300.00. Language for customized sign at Tennis Court outlining rules and regulations was approved.

Action Item(s): Tennis court bids to be reviewed. Cherlyn to meet with Fencing companies regarding lock system. Julie to order customized sign.

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: 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 (at which point we will put down wood chips)
- plant 2-3 trees in the open area

Drainage Basin / Kimco issue – Took action per their request. Discussion centered on whether we want the County to inspect the basin. Per Fairfax County, an inspection was last done in 2006.

Costco Proposal — Working on having David Gill's firm come out and provide an update to Windsor Mews Residents regarding the Costco Expansion Proposal. It is looking as though the gas station concept may be pulled from the proposal.

Action Item(s): Bob to monitor Centex progress. Jacinta to call County regarding inspection of basin. We will continue to monitor drainage hole in basin and remove anything blocking it. We will continue to mow our area around basin. 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: Julie ordered stand from Doody Calls and we are in their pipeline for installation.

Action Item(s): Will monitor how new unit is being utilized once it is installed.

Agenda Item: Draft Audit

Discussion: Idea of raising dues was raised. That decision would have to be made this Fall in order to have in place before 2010.

Action Item(s): All Board Members approved Draft Audit.

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 asked Steve O'Bannon for samples of more recent guidelines from other Associations but he did not have any to provide. Julie to look into guidelines from another community.

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

Agenda Item: Schedule next month's Board Meeting

Discussion: Jacinta proposed Wednesday, September 23 – an alternate date of Tuesday, September 22 was also suggested.

Conclusion: Need to determine what will work best for most folks.

