

## Windsor Mews Board Meeting

Date of Meeting: 9/23/09  
Location of Meeting: Jacinta's House  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Julie Emery, Ed Buhain, Bob Brown, Cherlyn Castaldo

### Minutes

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

**Discussion:** Minutes from 8/18/09 Board Meeting were ratified by Board. Minutes to be on ArmstrongConnect and on our Windsor Mews websites.

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

**Agenda Item:** Update on Violations / Hearings

**Discussion:** Ed and Bob did a limited walk in 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.

Neighborhood walk is needed for general compliance issues and an evening walk is needed for assessing any issues with lighting.

**Conclusion:** In the cases of the four (4) owners who have made no response, we will request that Armstrong send out letters letting owners know that next step is the fine process.

Need to thank folks who did take care of violations – via our newsletter.

**Agenda Item:** Tot Lot Issues

**Discussion:** A 3" layer of mulch was put in the tot lot by LCS. It should suffice for now.

There was a report of bees in a tree in the tot lot. Exterminators came out to assess and treat.

**Action Item(s):** 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. Julie to have 6"x6" on top of swing-set assessed to see if it should be replaced.

**Agenda Item:** Landscaper

**Discussion:** We still owe LCS for 4 months of the contract work that was performed.

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):** LCS to be paid out.

Board members to review current bids and award a new landscaping contract. Once new contract is awarded, a walk will be done with landscaper in October.

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

**Discussion:** Any resurfacing of court to be tabled until next Spring.

Had one report of people from adjoining neighborhood using our court and saying that there is a reciprocity agreement in place for them to be able to use our court facility. There is no such agreement in place.

Customized Sign is in and ready to be hung up at court.

Lighting options to be explored.

**Action Item(s):** Cherlyn to meet with Fencing companies regarding lock system. Cherlyn and Russell to hang new sign. Cherlyn to meet with Power company re. lighting options.

**Agenda Item:** HOA Insurance

**Discussion:** Cherlyn is looking to add Officers' Coverage to our insurance. Papers were signed so this should be moving forward at this time.

**Action Item(s):** Cherlyn/Jacinta to verify that coverage is in place.

**Agenda Item:** Kimco Issue / Costco Proposal

**Discussion:** 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. Fx. Co. is now saying that inspections are done every 5 years. Also, the philosophy has changed – whereas they used want plants removed, now they leave them. They do not enforce, only recommend (unless there is a major overflow.) The flat land is ours to maintain and the slope is Kimco's. No real expectation that they will inspect due to sediment or odor. We need to keep trash out of there and as long as it drains within 72 hours, it's considered good.

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 (from previous minutes.) We will include some information on the Kimco/Drainage Basin issue in our next HOA Newsletter to explain to residents. Julie to follow up with David Gill's firm regarding scheduling of Costco Meeting.

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

**Discussion:** Stand is up and running. Received a call from Doody Calls suggesting that we change to bi-weekly service as we are not seeing enough activity to merit weekly service.

**Action Item(s):** Julie to place call to Doody Calls rep. and request change to bi-weekly service. Jacinta and Cherlyn to watch for billing adjustment.

**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):** Ed will add a section to our website to house this information. Ed has an initial list of contractors to add to this section of our 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):** Vivian (from Armstrong) is looking at the work being done by other communities to address their old guidelines and will let us know what she finds out.

**Agenda Item:** Idea of starting up a Neighborhood Watch in Windsor Mews

**Discussion:** Cherlyn suggested that we may want to look at instituting a Neighborhood Watch program in Windsor Mews.

**Conclusion:** Cherlyn to contact the Fx. Co. Police to find out more about program.

**Agenda Item:** House Numbers must be visible from the street.

**Discussion:** Julie was advised by Fx. Co. Police that many houses in Windsor Mews do not have their house numbers readily visible from the street. This is a law in Fairfax County and has obvious implications in terms of delaying Police and/or Fire & Rescue Personnel from getting to your home as quickly as possible.

**Conclusion:** Will put information in next newsletter and look at whether enforcement will prove necessary after that.

**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:** Our next Board Meeting will be held at the Legato Road Fire Station.

**Conclusion:** Meeting to be held on Wed., Oct. 21, 2009 at 6:45 p.m.

