

Windsor Mews Board Meeting

Date of Meeting: February 17, 2010
Location of Meeting: Jacinta's House
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Ed Buhain, Cherlyn Castaldo, Hung Tran, Dan Shedd

Minutes

Agenda Item: Roles and Responsibilities of Board Members

Discussion: The Board reviewed the responsibilities of the named roles and selected Board roles for 2010.

Conclusion:

- Jacinta – President
- Hung – Vice President
- Cherlyn – Treasurer
- Ed – Secretary
- Dan – Member-at-Large

Agenda Item: Committee Sign-Ups

Discussion: Jacinta distributed copies of the completed committee sign-up forms. Two people volunteered for the Covenants Committee and one person volunteered to start a Social Committee.

Conclusion: Considering that the Covenants Committee has fewer volunteers than it did in 2009, Hung volunteered to help with the committee's responsibilities. Jacinta may ask Bob Brown to assist the Covenants Committee as he has significant experience on the committee.

Agenda Item: Projects for 2010; HOA Reserves

Discussion: The Board reviewed and discussed current and potential maintenance projects. The Board also discussed the HOA reserves and the purpose of the reserves.

Conclusion: An engineering study, required every 5 years, recommends maintenance projects for the community and expected costs for these projects. Reserves are used for gradual improvements and maintenance projects. Special assessments are used to cover the costs of unexpected maintenance, usually as the result of catastrophe or natural disaster.

The next engineering study is due in late 2010. The Board will revisit this as an agenda item in the second half of 2010.

Agenda Item: Snow Removal

Discussion: The Board discussed the costs of snow removal and the effectiveness of snow removal efforts after the 2010 storms.

Conclusion: The per-visit cost for snow removal is reasonable as compared to local county costs for similar equipment and labor. The effectiveness of snow removal in the community was as good as or better than other side streets in Fairfax County.

Agenda Item: Tennis Court Resurfacing

Discussion: The Board discussed the repair options determined in 2009. New estimates may be necessary, especially because of the harsh winter.

Conclusion: The Board will revisit the Tennis Court Resurfacing project in March as the recent snowfall prevents immediate action.

Agenda Item: Security for the Tennis Court and Surrounding Area

Discussion: Bill Ruble from Custom Fence & Repair replaced the worn lower hinge on the tennis court gate. He did this at no charge and requested inclusion on the HOA's preferred vendor list.

The Board also revisited security options for the tennis court gate. Although response to the 2009 request for feedback was limited, those residents that did respond supported the idea of a padlock and a \$25 deposit for each padlock key.

The Board is interested in installing exterior lighting to increase security and reduce the likelihood of vandalism near the tennis court. Dominion Virginia Power can install a light fixture to provide lighting near the tennis court entrance. The cost of this fixture is approximately \$3800 for installation plus monthly electrical service charges. Dominion Virginia Power would also provide maintenance for this light fixture.

Increased vandalism at the tennis court and surrounding area may be a result of easy access to the community through gaps in the bushes between neighborhoods. The landscaper recommends the installation of prickly bushes at these points of entry as a cost-effective security solution.

Conclusion: The Board will revisit the Tennis Court Security project in March as the recent snowfall prevents immediate action.

Agenda Item: Tot Lot Maintenance

Discussion: In 2009, Fairfax County officials inspected the tot lot equipment and determined that the equipment is safe; all defects are cosmetic. The Board investigated replacement costs and determined that equipment replacement costs were in the tens of thousands of dollars range.

The Board considered installing exterior lighting for the tot lot, but Board members expressed concerns that such lighting may encourage the use of the tot lot at night and increase the possibility of injury.

Conclusion: The Board will replace the rubber swing seats as they are getting old and they are not aesthetically pleasing. Equipment replacement is deferred.

Agenda Item: Roadway Resurfacing & Curb Painting

Discussion: Roads in the community are due for repair, particularly after the harsh winter. In addition, the heavy equipment used to clear the recent snowfall has damaged curbs in the community.

Conclusion: The Board agreed that this is a high priority issue for 2010. However, the Board will revisit the Roadway Resurfacing project in March as the recent snowfall prevents immediate action.

Ed will follow up on the repair of potholes at the Tenbury Terrace entrance.

Agenda Item: Fire Hydrant Markers

Discussion: A resident recommended the installation of fire hydrant markers. These reflective markers would help the fire department find fire hydrants after large snowfalls such as those experienced in February 2010. Fire hydrant markers would also help snow plow operators avoid piling snow near hydrants. The Fire Marshal confirmed that fire hydrant markers are not required and may be self-installed. The price of these markers is approximately \$20 each for fiberglass markers. However, one Board member recommends metal markers.

Board members noted that the Fire Department suggests organizing community events to shovel paths to fire hydrants after large snowfalls. Dan volunteered to help organize such an event if needed in the future.

Conclusion: The Board will revisit the Fire Hydrant project in September, prior to the next winter season.

Agenda Item: Storm Water Drainage Pond

Discussion: Incumbent Board members reviewed the status of the storm water drainage pond to the south of Windsor Mews.

Conclusion: The Windsor Mews HOA is legally bound by contract to mow the grass on the rim of the pond. The HOA does not own the drainage pond.

Agenda Item: Community Brick Walls

Discussion: Board members discussed the condition and maintenance plan for the brick walls at the perimeter of the community.

Jacinta spoke with a Section Chief at Fairfax County's Urban Forestry Management Division regarding regulations and recommendations for maintenance of the common areas near the wall. The Section Chief's recommendations included:

- Trim nearby tree branches up to 15 feet above ground.
- Leave the ground in its natural state.
- Chemicals should not be used in the areas near the wall as these may be harmful when they enter the storm water system.

Some homeowners have requested that areas near the brick wall be cleared of excess foliage and debris. The landscaper cleared these areas and the Fairfax County Fire Marshal confirmed that the areas meet a reasonable standard of cleanliness.

In 2009, the brick wall at the southwest corner of the community was damaged by a vehicle collision. According to the police officer that made the report, this was an accident caused by an elderly driver who lost control of her vehicle on the ice. The driver's insurance company has paid the HOA. Armstrong Management has selected a contractor for the repair.

Conclusion: The Board will monitor the condition of the wall and determine repair options for areas that have deteriorated.

The Board needs to follow up with the Fire Marshal's office to ensure that any violations for common areas have been closed.

Repair work for the damaged section of wall at the southeast corner is expected to begin after the winter season.

Agenda Item: Police Activity in Windsor Mews

Discussion: Some homeowners have requested reports about police incidents in Windsor Mews. Dan researched this capability and found that the Fairfax County Police Department publishes weekly activity reports online at <http://www.fairfaxcounty.gov/police/crime/incident-reports>. Homeowners and residents without access to the site can visit a public library for computer and hard-copy access. Reports may be available in languages other than English by contacting the Police Department for translation services.

The most recent police activity in Windsor Mews was a purse removed from a vehicle in October 2008.

The Board agrees that it does not make sense to include police activity information in the newsletter as the online reports provide more frequent and more accurate information. Furthermore, there is no legal obligation for the Board to include information about specific police activities in the newsletter.

Conclusion: The Board will publish the link to weekly incident reports on the HOA web site and in an upcoming newsletter.

Agenda Item: Neighborhood Watch

Discussion: Cherlyn volunteered as the Neighborhood Watch Coordinator at the 2010 Annual Meeting. The next step in establishing a Neighborhood Watch is for residents to attend a training session provided by the Fairfax County Police.

Conclusion: The training session is scheduled for March 18, 2010, at 7:00 p.m. at the Fair Oaks Police Station. Ed will publish this information on the HOA web site and Cherlyn will notify the volunteers that signed up at the 2010 Annual Meeting.

Agenda Item: Architectural Guidelines

Discussion: The Board discussed the Architectural Guidelines and agreed that some of the sections are out-of-date, e.g. the guidelines for satellite dishes do not consider updates to the FCC's Over-the-Air Reception Devices Rule. Some guidelines are also ambiguous, e.g. the clause that specifies a "natural wood color" for exterior decks.

Conclusion: The Board will evaluate possibilities for updating the guidelines in 2010. The Covenants Committee should also check the paint and colors of exterior decks in the neighborhood to ensure that they match the colors submitted in the original ARB applications.

Agenda Item: Covenants Committee

Discussion: The Board discussed the recent effort to correct exterior lamp post violations throughout the neighborhood. The recent distribution of letters taped to doors resulted in a noticeable decrease in unlit lamps. The next action is to mail informal letters to the homeowners and residents that are still not in compliance. This mailing should cost \$10 to \$12 for all affected units as compared to the \$25 cost for each letter sent by Armstrong Management. Any units that remain non-compliant after the informal mailing may be issued a formal violation letter.

Hung noted that in some units, the GFI receptacle that affects the outdoor lamp post may be located in the garage.

Conclusion: Cherlyn will print and mail the informal letters to homeowners and residents with exterior lamp post violations.

Ed will update the web site with information about GFI receptacles in garages.

The Board will schedule a community walkthrough with the Covenants Committee in April.

Agenda Item: Parking & Towing

Discussion: Incumbent Board members reviewed the current policies of Dominion Towing with the new Board members.

Conclusion: An incumbent Board member will contact Dominion Towing to update the contact list with the 2010 Board information.

Agenda Item: Web Sites & Data Management

Discussion: The Board reviewed the costs to run the HOA web site, ArmstrongConnect, and Armstrong's data management services. The windsormews.org and windsormewshoa.com domains each cost \$10 per year and the HOA web site costs \$40 per year. Armstrong's data management fees are included as part of the Association's management contract and cost \$1 per unit per month. The data management service includes tracking of all homeowner correspondence, architectural review applications, and violations.

Conclusion: The Board agreed that the published financial reports are not detailed and that the "Web Site" line item does not fully describe the services provided in Armstrong's data management service.

There are no proposed actions for this agenda item.

Agenda Item: Landscaping

Discussion: Jacinta walked through the community with a CAS Landscaping representative in the fall. She will schedule another walkthrough in the spring. CAS will submit quotes for potential projects throughout the neighborhood and the Board will select projects that provide value for the landscaping budget.

Conclusion: Although the landscaping quotes will include common services such as pruning and flower planting, Board members may submit additional ideas to Jacinta so that these ideas are included in the quote package.

Agenda Item: Insurance

Discussion: The Board needs to update the insurance policy to include the new Board members.

Conclusion: Jacinta will relay updated Board member information to the insurance representative.

Agenda Item: Neighborhood Signs

Discussion: Signs throughout the neighborhood are fading and some need replacement.

Conclusion: Cherlyn will contact Armstrong to determine sign replacement options.

Agenda Item: Next Meetings

Discussion: The Board will meet on March 24 or March 31 depending on Board member availability.

The April meeting is a public meeting. Options for meeting location include the Centreville Public Library and the Legato Road Fire Station. The Centreville Public Library closes at 8:00 p.m. on Mondays, Tuesdays, and Wednesdays; it closes at 6:00 p.m. on Thursdays and Fridays.

Conclusion: Board members will check their schedules and coordinate the March meeting over email.

Jacinta will check location availability for the April meeting and select a location at a date after April 15th.