

Windsor Mews Board Meeting

Date of Meeting: March 31, 2010
Location of Meeting: Jacinta's House
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Hung Tran, Cherlyn Castaldo, Ed Buhain

Minutes

Agenda Item: Board Roster Update

Discussion: Jacinta provided Armstrong Management and Dominion Towing with updates for new Board members.

Conclusion: Armstrong:

- updated insurance policy
- provided new Board members with access to Board features on ArmstrongConnect; terminated exiting Board member access
- sent Dan a copy of Virginia statutes

Dominion Towing:

- updated the list of Board members; only Board members may authorize towing from visitor parking spaces. Anyone may report fire lane and handicapped parking violations.

Agenda Item: Closure of Boundary Issues with Centex Homes

Discussion: In accordance with the 2009 agreement, Centex Homes cut down dead trees, planted new trees, and cleaned up the stream at the border between communities. The Fairfax County inspector that has been working with the HOA is retiring in June and he would like to close and release the bond.

Conclusion: Hung suggests that the HOA should obtain contact information and warranty information from the landscaper completing the work. The Board agrees to pursue the information prior to closing this issue.

Agenda Item: Closure of Fire Code Violation on Caronia Way

Discussion: The Fire Captain dealing with the code violation reports called Jacinta and verified that the code violation was closed as an unsubstantiated claim.

Conclusion: Jacinta instructed the landscaper to focus on cleaning up leaves and debris in the area of concern; the landscaper agreed.

Agenda Item: Brick Wall

Discussion: The Board received the insurance money to pay for the damaged brick wall at the southwestern corner of the community. The bricklayer has ordered the bricks, although he needs to make a mold for the curved brick section at the top of the wall.

Jacinta spoke with the homeowner on Camborne Terrace and explained the repair process. The homeowner agreed that repairs to the damaged fence are his responsibility and repairs to the brick wall are an HOA responsibility.

Conclusion: Hung suggests that the HOA have the bricklayer begin construction on the wall immediately and deal with the curved brick section later.

Agenda Item: Curb Repair & Painting

Discussion: The Board discussed repair options for damaged curbs like the one at 4733 Thornbury Drive. Hung recommends a cement and epoxy repair as cement alone will crack.

The sidewalk near the dog cleanup station is also damaged; however, the sidewalk on Piney Branch Road is not in the HOA's jurisdiction.

Conclusion: Jacinta will have the repair contractors contact Hung for his recommendations. The Board deferred painting the curbs and restriping the parking areas until the completion of curb repairs.

Agenda Item: Roadway Resurfacing

Discussion: The estimated lifetime for roadway sealing is about 7 years. The last roadway resurfacing was completed about 5 years ago.

The pothole on Tenbury Terrace at the entrance to the community is not within VDOT's jurisdiction; therefore, it is an HOA responsibility. Hung suggests that the pothole affects only the top laminate of the roadway and that the repair job would be too small for most contractors.

Conclusion: The Board deferred the roadway sealing project. Jacinta will ask the landscapers whether they can handle the pothole repair.

Agenda Item: Landscaping Jobs for Spring/Summer 2010

Discussion: The Board reviewed the landscaping proposal from CAS. Jacinta is still negotiating the final pricing but the HOA needs to schedule the work soon.

Jacinta noted that some proposed projects include tree trimming, which is already included in the HOA's maintenance contract. In addition, Jacinta noted that project 5 (tree trimming at 4704 Bideford Square) was already completed at no charge.

Conclusion: The Board chose to pursue:

- Project 1: plant flowers at community entrances
- Project 2: replace dead cherry tree at Bideford Square entrance
- Project 4: prune trees above the wall on Piney Branch Road
- Project 6: remove diseased bushes near Piney Branch Road
- Project 7: close off access from adjacent community
- Project 8a: remove dead trees at the Tenbury Terrace entrance

The Board chose to defer:

- Project 3: storm drain landscaping, ivy surrounding the Tot Lot
- Project 8b: wood chip the tot lot; mulch suffices
- Project 9: drainage repairs behind Tenbury Terrace. The same repairs should be made behind Winscombe Terrace. However, this project does not fit into the HOA's budget.
- Project 10: need to clarify the difference between this project and Project 2

Jacinta will request a new estimate containing only Board-approved projects for final approval.

Agenda Item: Tot Lot & Path Mulching

Discussion: Fairfax County recommended that the HOA mulch the path behind the community. The landscaper is scheduled to mulch the Tot Lot and the path behind the community in April.

Conclusion: Cherlyn will install planks for additional footing on the path after the landscaper completes the mulching.

Agenda Item: Tennis Court Security

Discussion: Cherlyn reported that the gate latch for the tennis court was turned 90 degrees, preventing proper closure of the gate. Cherlyn also continued to research options for locks with non-replicable keys for the tennis court.

Conclusion: Cherlyn will inspect the damage to the gate latch and determine repair options.

The Board agreed that a lot of money has been spent and wasted on security measures that are regularly compromised. The Board deferred gate security upgrades until it can evaluate the effectiveness of landscaping and lighting security measures. Cherlyn will follow up on lighting options for the tennis court area.

Agenda Item: Tennis Court Repair

Discussion: Incumbent Board members reviewed repair options as determined in 2009. Hung suggests that minor repairs will not last long enough to be worth the expense.

Conclusion: The Board remains undecided about tennis court repairs and will revisit this topic in April. Hung will follow up with the Arlington County Parks Department, with which he has a relationship, to determine what repair options make the most sense for the community.

Agenda Item: Community Signage

Discussion: Many signs throughout the community have faded and need to be replaced.

Conclusion: Cherlyn will take an inventory of signs needing replacement. Cherlyn will check the HOA supply catalog or with Armstrong Management for replacement sign availability and costs.

Agenda Item: Tot Lot Swing Seat Replacement

Discussion: Cherlyn consulted with a playground specialist to determine repair and replacement options for the Tot Lot swing seats.

Conclusion: Cherlyn will check the HOA supply catalog or with Armstrong for replacement seat availability and costs.

Agenda Item: HOA Web Site

Discussion: The windsormews.org web site is due for renewal. The annual cost for the hosting service is about \$40.

Conclusion: Ed will renew the hosting service for one year.

Agenda Item: Covenants Committee Updates

Discussion: Jacinta contacted Bob Brown; he will join the Covenants Committee on a walkthrough when he is available.

Hung reported two approved architectural reviews for brick landscaping borders.

Cherlyn sent out additional letters to residents with non-working lamp posts. All but four violations have been repaired.

Conclusion: Hung will notify the Covenants Committee and the Board about the scheduled date and time for a community walkthrough.

Cherlyn will contact Armstrong Management to initiate official violation letters for the four remaining lamp post violations.

Agenda Item: Neighborhood Watch

Discussion: Cherlyn has not heard back from Sophia, the community's Crime Prevention Officer, since the Neighborhood Watch training.

Conclusion: Cherlyn will follow up with Sophia to determine the next steps for the Neighborhood Watch program.

Agenda Item: Storm Water Drainage Basin

Discussion: The storm water drainage basin to the south of the community needs cleanup on sections that are out of the HOA's jurisdiction. In addition, mold is beginning to grow on flat portions of the basin. Jacinta called Kimco Realty to ask them to clean up their section of the basin; Kimco Realty responded, stating that they will only clean up once per quarter.

Conclusion: Jacinta will follow up again with Kimco Realty. Jacinta will also instruct the landscaper to clean up mold within the HOA's area of responsibility.

Agenda Item: Next Meeting

Discussion: The Board will meet on Thursday, April 29, 2010, at 7:00 p.m. at the City of Fairfax Regional Library, 10360 North Street, Fairfax, VA 22030.

Conclusion: Jacinta will attend a security orientation at the library at a date prior to the meeting date.