

Windsor Mews Board Meeting

Date of Meeting: April 29, 2010

Location of Meeting: Fairfax City Regional Library (G2 Parking Lot)

Type of Meeting: Monthly Board Meeting

Board Members Present: Jacinta Mascarenhas, Hung Tran, Cherlyn Castaldo, Ed Buhain, Dan Shedd

Minutes

Agenda Item: Landscaping Jobs for Spring/Summer 2010

Discussion: CAS Landscaping provided an updated project proposal including only the projects that the Board approved. The Board agreed that the new proposal includes the correct projects and prices.

Conclusion: Jacinta will approve the new proposal so that the projects can be started as soon as possible.

Agenda Item: Community Signage

Discussion: Cherlyn found 83 signs throughout the community that require replacement. The cost of each sign is about \$30 per sign. Cherlyn also noted that each fire lane sign had an approval sticker from the Fire Department.

Most sign posts are in need of repair. Hung recommends the use of reflective tape as opposed to paint.

Conclusion: The \$2500 cost for replacement signs is less than the \$7000 estimate from the last engineering report and the Board approved the replacement cost. The Board will invite the community to assist in the installation of the new signs.

The Board will follow up with the Fire Department to determine approval requirements for replacement signs.

Agenda Item: Curb Repair & Painting

Discussion: Board members had no recommendations for curb repair contractors and decided to ask for recommendations from Armstrong Management.

Conclusion: Jacinta will contact Armstrong Management to find contractors and obtain quotes for curb repairs. The Board deferred painting the curbs and restriping the parking areas until the completion of curb repairs.

Agenda Item: Tennis Court Security

Discussion: The Board agreed to consider tennis court security before tennis court repairs. The approved landscaping jobs, for instance, may provide a more effective barrier between Windsor Mews and the neighboring community and impede trespassers.

Conclusion: Cherlyn will follow up on lighting options for the tennis court area.

Agenda Item: Closure of Fire Code Violation on Caronia Way

Discussion: Although the fire code violation for Caronia Way was closed as an unsubstantiated claim, some homeowners continue to express concerns about leaf accumulations in other areas of the community.

The HOA's landscaping contract includes two leaf cleanups per year; additional cleanups are \$500 each.

Conclusion: The Board agrees that there is insufficient budget to pay for additional cleanups. Although the Fire Marshal has stated that the leaf accumulation is not a violation, Jacinta will follow up with the Fire Marshal for additional recommendations.

Agenda Item: Brick Wall

Discussion: The Board is upset that work has not started on the brick wall repair and that Armstrong Management has been unresponsive regarding the repair project.

Conclusion: Jacinta will follow up with Armstrong and insist upon immediate action. If Armstrong remains unresponsive, the Board will research other options for repair.

Agenda Item: Pothole on Tenbury Terrace

Discussion: Hung repaired the pothole on Tenbury Terrace.

Conclusion: Minor repairs should be sufficient until the next road resurfacing. Agenda item closed.

Agenda Item: Covenants Committee Updates

Discussion: Dan walked through the neighborhood to note privately owned trees that require trimming.

Bob Brown will assist the Covenants Committee to note additional violations when he is available.

Conclusion: Dan will compile his notes and attach pictures of each violation. Hung will draft an informal letter to notify homeowners of impending violations.

Cherlyn will contact Armstrong Management or check on ArmstrongConnect to ensure that Armstrong sent out lamp post violation letters.

Agenda Item: Neighborhood Watch

Discussion: Cherlyn heard back from Sophia, the community's Crime Prevention Officer. The Neighborhood Watch signs should be available at some time after May 4.

Conclusion: Cherlyn will follow up with Sophia after May 4.

Agenda Item: Armstrong Management

Discussion: According to the HOA's contract with Armstrong Management, the Board should receive monthly reports. No reports had been received in several months. Jacinta requested a report for Q1 2010.

Conclusion: Jacinta will follow up with Armstrong to ensure that the Board receives reports. The Board will file a complaint if Armstrong fails to maintain their contractual obligations.

Agenda Item: Next Meeting

Discussion: The Board will meet on Thursday, May 20, 2010.

Conclusion: Board members will check their schedules and coordinate additional details over email.