

## Windsor Mews Board Meeting

Date of Meeting: May 20, 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:** Landscaping Jobs for Spring/Summer 2010

**Discussion:** CAS Landscaping started most of the projects on the approved proposal. CAS has yet to start the flower planting and mulching projects. In addition, CAS needs to cut fir trees that have split and are no longer growing vertically.

CAS proposed the removal of a dying tree between Tenbury Terrace and Thornbury Drive for \$950.

**Conclusion:** The Board will monitor the common areas to ensure that CAS starts and completes the approved projects.

The Board decided that \$950 was an excessive cost for tree removal and deferred on removal of the dying tree. The Board may seek additional quotes from alternate contractors.

**Agenda Item:** Financials

**Discussion:** The Board reviewed the latest report of delinquent accounts.

The Board confirmed that unspent budget left over at the end of the year is placed into the Association's reserves.

**Conclusion:** The Board agreed that the Association should not pursue delinquencies once the legal fees meet or exceed the delinquency amount.

**Agenda Item:** Community Signage

**Discussion:** Cherlyn is preparing to order the replacement signs for the neighborhood along with new bolts for installation. Cherlyn needs to follow up with the Fire Department to determine the approval process for Fire Lane signs.

**Conclusion:** The Board decided to defer painting or taping of the sign posts until after installing the replacement signs. Cherlyn will determine the timeline for sign replacement for publishing in an upcoming newsletter.

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

**Agenda Item:** Curb Repair & Painting

**Discussion:** CAS Landscaping repaired damaged curbs at no cost to the Association.

Jacinta contacted local painting companies and did not find any that provided curb painting or parking lot restriping services. Hung suggests that the appropriate contractor should have the equipment to strip old, flaking paint.

**Conclusion:** Hung will research and obtain quotes from companies that can provide curb painting and parking lot restriping services. The Board would like to complete the project by the end of the summer.

Stencils for parking space numbers are not needed; Bob Billack has the stencils used for the previous numbers.

**Agenda Item:** Parking

**Discussion:** No Board members have received any calls or requests regarding parking violations since the request to Dominion Towing to increase their patrol frequency.

**Conclusion:** No action required.

**Agenda Item:** Tennis Court Security

**Discussion:** The Board agreed to consider tennis court security before tennis court repairs.

**Conclusion:** One of the approved landscaping projects includes bushes at the eastern border of the Community. This may create a better physical barrier between communities and discourage trespassers. The Board will mention the new bushes in an upcoming newsletter.

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

**Agenda Item:** Leaves and Debris on Caronia Way

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

**Conclusion:** The Board reiterated that there is insufficient budget to pay for additional cleanups. Dan has walked through the neighborhood to clean up common areas.

**Agenda Item:** Brick Wall

**Discussion:** CAS Landscaping completed repairs to the brick wall at the southwest corner of the Community.

**Conclusion:** The Board will follow up with the homeowner on Camborne Terrace to ensure that the damaged fence is repaired or removed.

**Agenda Item:** Covenants Committee Updates

**Discussion:** Jacinta and Cherlyn confirmed that Armstrong sent official violation notices for post lamp violations.

Jacinta and Hung drafted an informal letter for overhanging tree branch violations.

Some driveways are in need of immediate repair and should be inspected in an upcoming walkthrough.

Some front door colors do not match the original color specification; these homeowners should be notified of the violation.

Cigarette butts are accumulating behind the homes on Camborne Terrace, probably from being thrown off of decks.

**Conclusion:** Jacinta and Hung will finalize the letter to notify homeowners of impending violations. The Board will post this letter at each home and allow a 14-day compliance period before proceeding with official violation letters.

Hung has the original color charts for the Community and he will send the color charts to the other Board members.

Jacinta will draft a notice to warn homeowners on Camborne Terrace about the fire hazard from improper cigarette disposal.

**Agenda Item:** Neighborhood Watch

**Discussion:** Cherlyn sent a letter to Sophia, the community's Crime Prevention Officer, inquiring about Neighborhood Watch signs. The Police Department is still in the process of retrieving and redistributing Neighborhood Watch signs.

**Conclusion:** Cherlyn will follow up with Sophia again.

**Agenda Item:** Tot Lot Equipment Repair

**Discussion:** Per the 2009 Fairfax County inspection, splits in the pressure-treated wood in the tot lot equipment present no structural issues; they are only cosmetic issues.

Cherlyn obtained quotes for replacement swing seats from a vendor recommended by Armstrong Management. The recommended vendor quoted \$52 for each flat seat and \$161 for each bucket seat. Cherlyn found the same products online for \$48 and \$67, respectively.

**Conclusion:** The Board approved the online purchase of molded plastic replacement seats and installation hardware. Cherlyn will install the replacement seats after they arrive.

**Agenda Item:** Next Meeting

**Discussion:** The Board will meet on Wednesday, June 23, 2010.

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