

Windsor Mews Board Meeting

Date of Meeting: June 23, 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: Financial Statements
Discussion: Jacinta asked Vivian to send the most recent monthly financial statements but they were not available in time for the meeting.
Conclusion: The Board will review financial statements upon receipt. Jacinta will follow up with Vivian if there are additional delays.

Agenda Item: Curb Painting & Parking Lot Striping
Discussion: The Board has obtained 5 bids for the repainting and restriping project. Nova Painting is the lowest bidder at \$4592. The last curb painting was 4 years ago and cost \$3780 -- this did not include parking lot striping or numbering.
Conclusion: The Board approved Nova Painting for the repainting and restriping project.

- Agenda Item:** Covenants Committee Updates
- Discussion:** Official violation letters for non-functioning post lamps were sent at the end of May. Jacinta notes that post lamps for vacant units may not be functioning if the power is turned off.
- Dan distributed letters to all units on Camborne Terrace to notify residents about the fire hazards from improper cigarette butt disposal.
- The Board received a response regarding the unit with the incorrect front door color (purple); the Board replied with the color combinations from the community design standards. The homeowner is correcting the door color.
- The Board sent a letter to a homeowner with mismatched shutter colors.
- The Board sent a letter to a homeowner with a damaged driveway. Hung reports that the homeowner has already repaired the driveway.
- The Board has not received a response from a homeowner with excessive wood rot at the front of the house and a damaged back fence. Jacinta reports that the wood rot violations have been noted in several walkthroughs.
- Hung raises his concern about fences that prevent emergency crew access to the rear of some buildings. Unfortunately, these fences are completely within their respective homeowners' properties and are therefore legal.
- Conclusion:** Jacinta and Cherlyn will follow up on the official violations for non-functioning post lamps.
- The Board needs to follow up with Dan to determine whether he posted letters for overgrowth and cleanup.
- The Covenants Committee needs to follow up on units with incorrect front door and shutter colors.
- The Board needs to follow up with the homeowner with excessive wood rot and damaged back fence. If the violations are not repaired soon, the Board will call the homeowner to a hearing.
- Jacinta will talk to Bob Brown about assisting the Covenants Committee with another walkthrough.

- Agenda Item:** Brick Wall
- Discussion:** The Board has obtained one bid to power wash the top of the brick wall surrounding the community (Nova Painting, \$3362). The Board is concerned that power washing may damage the older sections of the wall.
- Conclusion:** Hung will look into cleaning and repair methods appropriate to the condition of the wall and the Association budget.
- Agenda Item:** Management Company
- Discussion:** The Board has encountered several situations with poor response time and is considering obtaining quotes from other management companies.
- Hung notes that large companies will be reluctant to sign such a small community.
- Conclusion:** The Board will investigate alternate management companies as the end of the current contract approaches. The Board may look for smaller companies that may provide better service to smaller communities.
- Agenda Item:** Tennis Court Security
- Discussion:** CAS landscaping reports that they planted bushes at the eastern border of the community.
- Conclusion:** Cherlyn will check to ensure that the bushes were planted; if so, Cherlyn will check on their condition.
- Agenda Item:** Community Signage
- Discussion:** Cherlyn checked supply catalogs but could not find the right replacement signs. Hung notes that the streets are not maintained by the County, so the Association may not have to conform exactly to county codes.
- Conclusion:** Cherlyn will contact the Fire Department to determine alternative wording options.

- Agenda Item:** Landscaping
- Discussion:** CAS Landscaping noted that the flowers at the entrances to the community need watering during 90-degree weather. Jacinta approved occasional watering.
- The tree between Tenbury Terrace and Thornbury Drive that was marked as a dying tree is now blooming. The late blooming may be a result of the heavy snowfall during the winter.
- CAS Landscaping cut or trimmed some of the broken fir trees throughout the community at no charge; some broken fir trees still need to be cut or trimmed.
- CAS Landscaping mulched the tot lot, but the Board needs to check the depth of the mulch; in addition, the Board needs to check the walking path to ensure that erosion control meets county requirements.
- Jacinta called Kimco Realty to request cleanup at the storm water drainage pond.
- Conclusion:** For the next planting, the Board will select sturdier flowers, e.g. begonias.
- Cherlyn will check the mulch in the tot lot and check the walking path to determine erosion control needs.
- Agenda Item:** Tot Lot Equipment
- Discussion:** Cherlyn ordered replacement swing seats from an online vendor for \$299. This was the best price compared to the Armstrong quote (\$530) and another online vendor (\$405).
- Hung has access to bolt cutters for the removal of the old swing seats.
- Conclusion:** Cherlyn will coordinate with Hung upon receipt of the replacement swing seats.

- Agenda Item:** Neighborhood Watch
- Discussion:** Cherlyn hasn't heard from Sophia.
- Conclusion:** Cherlyn will attempt to contact Sophia again.
- Agenda Item:** Newsletter
- Discussion:** The Covenants Committee would like to ask original owners to report the front door and shutter colors from the original sales contract.
- Hung is interested in including a survey about adding speed bumps in the community. The cost for heavy duty add-on speed bumps is about \$130 per 6-foot section and \$268 per 10-foot section.
- Conclusion:** The Board will submit and review additional newsletter content over email.
- Agenda Item:** Next Meeting
- Discussion:** The Board selected Wednesday, July 21, as the most convenient date for the next meeting.
- Conclusion:** Jacinta will contact free public venues to schedule the next meeting.