

## Windsor Mews Board Meeting

Date of Meeting: July 21, 2010  
Location of Meeting: Centreville Regional Library  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Hung Tran, Dan Shedd, Ed Buhain

### Minutes

**Agenda Item:** Meeting Minutes

**Discussion:** Ed read the minutes of the June 2010 meeting. Although Hung received the email message with the electronic copy of the minutes, Dan and Jacinta did not receive the email.

**Conclusion:** The Board members approved the minutes of the June 2010 meeting.

**Agenda Item:** Replacement Signs

**Discussion:** Cherlyn reviewed the Windsor Mews plat with the police to determine fire lane regulations. The police noted that two signs are missing; some signs were not placed at the appropriate place for water meters; the wording and sizes on replacement signs cannot change.

The signs used throughout Windsor Mews are no longer available; custom signs would be cost prohibitive at \$19 per sign.

**Conclusion:** Cherlyn will follow up to see if the Community can be grandfathered; if not, she will propose similar signs for approval.

**Agenda Item:** Covenants Committee Updates

**Discussion:** Some missing shutter and incorrectly-colored shutter issues have been corrected; three shutter issues are still not corrected. Dan determined that the Builders Square 59" L x 15" W raised panel shutter is similar to the original shutters in Windsor Mews. They are available at Home Depot for about \$50 per pair.

Cherlyn performed another post lamp inspection on the evening of July 14th. Several violations are still not repaired after the last inspection.

Board members expressed their concern about overgrown trees on private properties throughout Windsor Mews. Large trees could cause significant damage if they fell; untrimmed trees may be a fire hazard.

Dan posted letters at properties on Camborne Terrace to alert the residents of the hazards from improper cigarette disposal.

Hung conducted two resale inspections.

The Board discussed actions to take (and the cost impact of each) after noting violations of design or maintenance standards. Each official violation letter sent by Armstrong Management costs about \$25; the Board would like to establish a lower-cost solution for minor violations.

**Conclusion:** The Board will wait to determine the appropriate colors for replacement shutters prior to following up on shutter color violations. Dan will send the information about replacement shutters to the other Board members.

Cherlyn will post or mail letters for post lamp violations upon her return. The Board will not post or mail letters to homes that are known to be vacant and without electric service.

Dan will re-inspect overgrown trees throughout the neighborhood. The Board will post a letter at properties with overgrown trees to alert the residents of the potential hazards.

Dan will re-inspect the area behind properties on Camborne Terrace for improper cigarette butt disposal.

Hung will continue to perform resale inspections as needed. In case of Hung's absence, Ed or Bob Brown may perform resale inspections.

For minor violations, e.g. long grass in the back yard, the Board will post an informal notification at the residence. For second violations, the Board will mail a letter to the resident (and owner, if different). For high levels of infraction, e.g. blatant design standard violations, the Board will have Armstrong Management send an official

violation notification.

The Board will not send an official violation letter for bankrupt and foreclosed properties. These violations can be reported to potential buyers at the time of sale.

**Agenda Item:** Curb Painting & Restriping

**Discussion:** Curb painting and parking lot restriping is scheduled for the first or second week of August. The contractor provides one week's notice prior to the work.

Cherlyn obtained an additional quote for curb painting and restriping from Mullins Markings in Culpeper, VA: \$0.55 per linear foot for paint only, \$1.00 per linear foot for stripping and painting. Windsor Mews has close to 7000 linear feet of curbs, so this quote may be higher than the competing quotes.

Hung has worked with Mullins Markings on behalf of Arlington County; in the future, to avoid a conflict of interest, another Board member would have to work with this contractor, if necessary.

**Conclusion:** The Board elected not to change the curb painting and parking lot restriping contractor.

Hung will obtain the parking lot number stencils from Bob Billack. Hung will provide the stencils to the contractors. If Hung is not available at the time of restriping, he will leave the stencils with Jacinta. Hung will forward additional details about the curb painting schedule.

**Agenda Item:** Sidewalk Repair

**Discussion:** The sidewalk on Piney Branch Road between Lee Highway and Tenbury Terrace is damaged. Some spots between Tenbury Terrace and Caronia Way are also damaged. These sidewalks are not part of Windsor Mews.

**Conclusion:** Ed will submit a repair work order to VDOT.

**Agenda Item:** Brick Wall

**Discussion:** Jacinta received two complaints regarding the condition of the brick wall surrounding Windsor Mews.

Previously, the Board has considered power washing the wall, but this work was not completed.

Hung suggests that power washing the entire wall may be a waste of money; dirt and mold are primarily affecting the top one or two feet of the wall. Shirley Parsons mentioned that there is a chemical that can be used to clean brick with a low-pressure wash.

**Conclusion:** The Board will research sources for the cleaning chemical.

Hung will check with Mark from Nova Painting for additional suggestions.

**Agenda Item:** Neighborhood Watch

**Discussion:** Richard Twombly has replaced Sophia as Crime Prevention Officer.

**Conclusion:** Cherlyn will follow up with Richard regarding Neighborhood Watch signs.

**Agenda Item:** Newsletter

**Discussion:** Jacinta received three complaints about a family of skunks living behind Thornbury Drive. Jacinta contacted four trapping companies (including one recommended by Armstrong Management); each stated that, for the same price, they will do what is "legally allowed" to remove the skunks. Jacinta also contacted a wildlife biologist in Fairfax City and a homeowner with a doctorate in small mammals. Both biologists provided similar information and a recommendation not to trap the animals.

Board members discussed Hung's suggestion about polling residents regarding the installation of speed bumps in Windsor Mews.

**Conclusion:** Jacinta will add a section on wildlife to the newsletter.

Jacinta will also request feedback about the installation of speed bumps.

To reduce distribution costs, Board members will distribute newsletters by hand.

**Agenda Item:** Engineering Study

**Discussion:** Windsor Mews is due for another engineering study, which is conducted every 5 years. Jacinta and Hung, who served on the Board during the last engineering study, recommend the same company.

**Conclusion:** The Board will initiate the engineering study in the last quarter of 2010.

**Agenda Item:** Brick Wall & Fence Repair

**Discussion:** CAS Landscaping has repaired the homeowner's damaged fence behind the recently repaired section of brick wall. Due to communications issues between State Farm Insurance, Armstrong Management, and the homeowner, CAS Landscaping has not been paid. Jacinta sent a letter to the homeowner asking for acknowledgement that the fence was repaired. CAS can be paid as soon as the homeowner signs a release.

**Conclusion:** Jacinta will follow up with Armstrong Management to ensure that the homeowner acknowledges that the work is complete.

**Agenda Item:** Next Meeting

**Discussion:** The Board will meet on August 18 or August 25.

**Conclusion:** The Board will coordinate details for the next meeting over email.