

Windsor Mews Board Meeting

Date of Meeting: September 22, 2010

Location of Meeting: Jacinta's House

Type of Meeting: Monthly Board Meeting

Board Members Present: Jacinta Mascarenhas, Hung Tran, Dan Shedd, Ed Buhain; Cherlyn Castaldo emailed her inability to attend the meeting, but sent status updates for the projects she was working on.

Minutes

Agenda Item: Meeting Minutes

Discussion: Dan did not attend the August 2010 meeting, but he was listed in the minutes.

Conclusion: Ed will update the attendance to show that Dan was not present at the August meeting. The Board approved the meeting minutes.

Agenda Item: Post Lamp Violations

Discussion: There are 23 post lamp violations, many of them the bulbs are not on at night. It is cost prohibitive to send an official letter for each such violation.

The Board discussed possible actions. Hung suggests that the Board send an official violation if the glass is broken or missing as this presents a physical safety hazard.

Conclusion: The Board needs to determine the appropriate action to handle post lamp violations, where one or both bulbs are out.

Agenda Item: Curb Painting & Restriping

Discussion: On Hung's direction, Nova Painting returned three times for repairs. The Board received some complaints with photos attached, but with no point of reference or location given for the photos, the problem areas cannot be located and corrected.

Conclusion: Hung authorized payment to Nova Painting. Nova Painting returned the numbering stencils.

Agenda Item: Brick Wall

Discussion: A homeowner filed a complaint about the money spent on power washing the brick wall. The Board confirmed that no money has been authorized for power washing and no money has been paid for power washing.

The Board discussed the appropriate frequency for cleaning mold from the brick wall. The last cleaning was 5-6 years ago.

Conclusion: The Board will wait for the completion of the engineering study for additional advice on maintaining the brick wall. Cleaning is deferred at this time.

Agenda Item: Tennis Court Lighting

Discussion: Cherlyn is making an appointment with Dominion Virginia Power in order for them to visit the proposed lighting site and submit a written proposal.

Conclusion: Cherlyn will share the Dominion Virginia Power proposal with the Board when she receives it.

Agenda Item: Entrance Lighting

Discussion: Cherlyn reported that a light was burnt out at the Tenbury Terrace entrance. Jacinta and her husband replaced the bulb and also discovered that the lights do not turn off during the day.

Dan recommended switching to fluorescent lighting, if possible, and the incorporation of a timer-based switch. Electrical work may cost \$165 per hour and power must be shut off by Dominion Power.

Conclusion: Cherlyn will check with Dominion Power about potential solutions.

The Board did not consider replacements for the entrance lights; the existing fixtures are top-of-the-line.

Agenda Item: Other Covenants Committee Updates

Discussion: No corrective actions have been noted for tree trimming violations.

Hung has completed resale inspections when they arise.

Hung notes that many people are painting their front doors and shutters without realizing that they are different colors.

Conclusion: The Board voted for no additional action on tree trimming violations unless specific complaints arise.

The Board will consider ways to remind homeowners about door and shutter colors. Jacinta will remind Bob Brown (Covenants Committee) to schedule another walk-thru.

Agenda Item: Attorney's Report

Discussion: The Board reviewed the attorney's report and needs clarification on recommended actions for collections.

Conclusion: The Board will compose an email with a compiled list of questions for the attorney. Dan will research other options (such as collection agencies) for collection of outstanding dues.

Agenda Item: Engineering Study

Discussion: Jacinta signed and sent the approval for the GJB engineering study. GJB expects to start the study in early October and deliver a draft at the end of October. GJB needs the original plats in order to conduct the engineering study.

Conclusion: The Board needs to obtain the original plats from Bob Billack and provide them to GJB.

Agenda Item: Fall Landscaping Projects

Discussion: The current list of potential landscaping projects includes tot lot mulching and walking path mulching.

Hung suggests obtaining a quote for repairing buckling sidewalks throughout the neighborhood.

Conclusion: Board members may submit additional project suggestions to Jacinta. Jacinta will schedule a walk thru with the landscaper to identify issues that need to be addressed before winter.

Agenda Item: Financials

Discussion: The Board approved the financial audit. Jacinta also signed a contract to continue financial auditing for the next two years.

Conclusion: No additional action required.

Agenda Item: Brick Wall & Fence Repair

Discussion: The Camborne Terrace homeowner signed and returned the release acknowledging that his fence was repaired. Armstrong will issue payment to CAS Landscaping.

Conclusion: The Board will follow up with Armstrong to ensure that CAS is paid for the repair work.

Agenda Item: 2009 Annual Meeting Minutes

Discussion: Meeting minutes from the 2009 Annual Meeting are still missing.

Conclusion: Jacinta will reconstruct the meeting minutes from her notes.

Agenda Item: Next Meeting

Discussion: The Board prefers 10/20 or 10/27 for the next meeting.

The Board needs to schedule the 2011 annual meeting with Armstrong.

Conclusion: Jacinta will determine facility availability for the next meeting.

Jacinta will schedule the 2011 annual meeting with Armstrong and confirm that the meeting room facility is provided free of charge with the Association's contract.