

Windsor Mews Board Meeting

Date of Meeting: October 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: Delinquent Account Collections

Discussion: The Board discussed the attorney's request to hire private investigators to search for bank accounts for delinquent homeowners.

Conclusion: The Board decided to defer additional spending to recover small amounts of money.

Agenda Item: Lighting Near Tennis Court

Discussion: Cherlyn met with a Dominion Virginia Power representative regarding the installation of a light pole and fixture near the tennis court. The original quote for one light pole and fixture was \$3800 but the latest quote is \$1995. Dominion Virginia Power would maintain the light pole fixture.

Conclusion: The Board elected to purchase a light fixture pending selection of a location.

Agenda Item: Tenbury Terrace Entrance Lighting

Discussion: Jacinta noted that bushes are growing between the light and the wall. The landscaper is removing the obstructing bushes free of charge.

Conclusion: Cherlyn will check with Dominion Power for additional advice regarding the maintenance and condition of the entrance lighting. Hung will contact a colleague electrician for additional advice regarding the maintenance and condition of the entrance lighting.

Agenda Item: Covenants Committee Updates

Discussion: There was no follow-up to the July 17 walkthrough due to weather and availability. Covenants Committee members were not available for an October walkthrough.

Some long weeds, vines, and tree branches throughout the neighborhood are overgrown. Several post lamps have broken glass.

Conclusion: Cherlyn will mail an informal notice to repeat violators. The Board will initiate official notice for major violations. Hung or Jacinta will follow up with Vivian on responses to mismatched door/shutter color violations.

Agenda Item: Replacement Reserve Study

Discussion: Jacinta signed the contract for Community Association Engineering to perform the reserve study. Armstrong sent payment and the financial information required for the study.

CAE needs the original plats to perform the engineering study. No Board members are in possession of the original plats.

Conclusion: Jacinta will follow up with Bob Billack to retrieve the plats.

Agenda Item: December Newsletter

Discussion: The Board discussed topics for a December newsletter to be included with notifications about the annual meeting.

Conclusion: Board members suggested the inclusion of information about the reserve study, the snow removal contract, and the light pole and fixture near the tennis court (if a location has been selected at the time of publishing).

Agenda Item: Landscaping

Discussion: The Tot Lot is scheduled for fall mulching.

A "tree of heaven" near the entrance wall is bending over the wall. Jacinta requested free removal.

A hole has appeared on the side of the street on Bideford Square, possibly due to a broken pipe.

The Board noted that some sidewalk slabs are not level due to tree root growth. Removal of roots under the sidewalk may hurt or kill the affected trees.

Conclusion: Jacinta will follow up with the landscaper regarding Tot Lot mulching and the "tree of heaven" removal.

Hung will inspect the damage on Bideford Square. Hung will also check the plats to determine if an easement exists for the damaged area.

The Board elected to obtain additional quotes for sidewalk repairs and to initiate the repairs as soon as possible. Cherlyn will obtain additional quotes for sidewalk repairs throughout the Community. The Board will notify affected homeowners about potential tree damage.

Agenda Item: Annual Meeting Minutes

Discussion: The Board reviewed the minutes from the 2010 Annual Meeting.

Conclusion: Jacinta will send the minutes to Vivian at Armstrong Management.

Agenda Item: Snow Removal

Discussion: The HOA needs a snow removal contract for Winter 2010/2011. The Board prefers CAS Landscaping as they are already contracted to provide landscaping services for the Community.

Conclusion: The Board will work with Armstrong to obtain three snow removal quotes and select a contract.

Agenda Item: Next Meeting

Discussion: The Board will try to meet again in early to mid December. The Annual Meeting is scheduled for January 26, 2011, at 7:00 p.m.

Conclusion: The Board will coordinate additional meeting details over email.