

## Windsor Mews Board Meeting

Date of Meeting: 3/23/11  
Location of Meeting: Jacinta's home  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Cherlyn Castaldo, Hung Tran, Dan Shedd, Julie Emery

### Minutes

**Agenda Item:** Review and Approval of Annual Meeting (2/23/2011) Minutes.

**Conclusion:** Jacinta to forward minutes to Armstrong. Official approval at annual meeting in January 2012.

**Agenda Item:** Resignation of Ed Buhain and nomination of Julie Emery to replace Ed Buhain.

**Discussion:** Ed's resignation letter reviewed. Julie nominated to Board to replace Ed.

**Conclusion:** Julie on Windsor Mews HOA Board effective 3/23/11.

**Agenda Item:** Roles and Responsibilities of Board Members for 2011.

**Conclusion:** Continuing Board Members wish to retain their existing roles. Julie to take on Ed's role as Secretary. Dan to take on website updating which Ed had been handling.

**Agenda Item:** Listing of Projects for this year.

**Discussion:** Based on the results of the 5 year study the Priority projects include: Sidewalk & Asphalt Repair; Brick Wall repair, re-pointing and power-washing; and Iron Fence painting. Need more bids and also discussed idea of Iron Painting as a volunteer effort.

**Action Item(s):** Jacinta to get names of companies to bid on Brick Wall & Painting projects. Hung to review existing Sidewalk & Asphalt repair bids and see if he can obtain a competitive bid.

**Agenda Item:** Complaint and Due Process Resolution – old (2005) vs new (2009) process, legal requirements.

**Discussion:** There is a proposal pending in VA that would require that homeowners be notified of Complaint & Due Process Resolution. We need to review our existing 2005 Resolution and the newer one drafted in 2009 to see what should be put in place.

**Action Item(s):** Jacinta to send out both versions to Hung for initial review.

**Agenda Item:** Covenants violations, walk-thru community (day as well as night); Covenants Committee?

**Discussion:** A walk (to review painting and weed issues) is being planned by Covenants Committee members (Shirley, Freddy and Adam – with Shirley serving as lead.) A walk is needed to review paint colors of doors and shutters. A Master Spreadsheet of the neighborhood by model/elevation with door and shutter colors would be most helpful in order to complete this project.

**Action Item(s):** Cherlyn to work on spreadsheet of paint colors of doors and shutters.

**Agenda Item:** Architectural reviews, resale inspections.

**Discussion:** Hung said that all resale inspections have been completed and look fine. One pending Architectural review involving installing a new light fixture at the rear of a house. Different ideas raised on how to approach guidelines on light fixtures for rear of homes.

**Action Item(s):** Hung to look through Lighting Fixture Catalogs in an effort to see what may make sense moving forward.

**Agenda Item:** Parking/towing policy review – replace one name.

**Discussion:** Parking/towing policy to remain in place.

**Action Item(s):** Jacinta to replace Ed's contact information with Julie's with the towing company.

**Agenda Item:** Insurance policy/bond – update.

**Discussion:** Cherlyn provided an update on Insurance status/rates. Our Fidelity Bond went up due to the increase in our reserves. Umbrella policy was added. Overall annual Insurance costs are roughly \$2,500/year.

**Action Item(s):** N/A

**Agenda Item:** Info to update web site.

**Discussion:** Ed Buhain has indicated that he would continue to provide some assistance with the maintenance of our Windsor Mews website.

**Action Item(s):** Dan Shedd to work on updates and will involve Ed only as needed.

**Agenda Item:** Neighborhood Watch Program – update.

**Discussion:** Cherlyn has NWP signs for posting in our neighborhood.

**Action Item(s):** Cherlyn to post NWP signs.

**Agenda Item:** Next Board Meeting – date, time and place.

**Discussion:** Our April Board Meeting is open to all residents and should be held in a venue that could accommodate a larger crowd (e.g., Firehouse or Library.) Cherlyn also suggested the Mott Center. Looking to standardize the monthly meeting date to the third Wednesday of each month.

**Action Item:** Jacinta to look for a suitable venue for the April Board Meeting.

