

## Windsor Mews Board Meeting

Date of Meeting: 5/18/11  
Location of Meeting: Jacinta's home  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Cherlyn Castaldo, Hung Tran, Julie Emery

### Minutes

**Agenda Item:** Review and Approval of Annual Meeting (4/27/2011) Minutes.

**Conclusion:** Minutes approved with one change. Julie to forward to Armstrong.

**Agenda Item:** Power Washing/cleaning/sealing of brick wall – review of bids.

**Discussion:** Do not see need for sealing of brick wall. Several bids reviewed.

**Conclusion:** Contract for power washing and re-pointing to be awarded to CAS.

**Agenda Item:** Enforcement of covenants violations.

**Conclusion:** It was determined that 1<sup>st</sup> Violations would receive a personal visit/posting of a notice.  
2<sup>nd</sup> Violations will receive a letter.

**Agenda Item:** Architectural Reviews & Resale Inspections.

**Discussion:** One deck, one fence submitted. Two re-sales. All look good.

**Agenda Item:** Review of Legal (collection status) Report.

**Conclusion:** Decided to write off one small outstanding amount from a previous owner.

**Agenda Item:** Review of bids for asphalt / sidewalk repair.

**Discussion:** There have been two bids submitted so far. One is from CAS.

**Conclusion:** Tabled until next meeting.

**Agenda Item:** Door and shutter color chart – update.

**Discussion:** Need to research shutter options/information so homeowners may better handle replacements.

**Action Item(s):** Planning to get pamphlets and fan-decks of colors from Shutter Manufacturers.

**Agenda Item:** Shutters – do we need them?

**Discussion:** Yes, if elevation calls for them.

**Agenda Item:** Installation of signs – update.

**Discussion:** Issue of multiple signs on single posts.

**Conclusion:** Agreed to leave as is for now.

**Agenda Item:** Security / Locks for Tennis Court – update.

**Discussion:** Lock is needed for Tennis Court.

**Action Item(s):** Cherlyn to obtain a lock.

**Agenda Item:** Mailbox repair – update.

**Discussion:** Cherlyn researched what the steps are with the Post Office.

**Action Item(s):** Cherlyn to order a base through the post office.

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

**Discussion:** No update at this time.

**Agenda Item:** Landscaping jobs for sprint/summer 2011 – update.

**Discussion:** Flowers in entrance beds still look good. Can we possibly forego the planting of new flowers?

**Action Item(s):** Jacinta to speak with CAS re. the flower bed options.

**Agenda Item:** Mid-year newsletter – draft.

**Discussion:** Include updates on sidewalk repairs; repainting of iron fencing along brick wall (group effort); tennis court changes. Pool reciprocity arrangement??

**Action Item(s):** Julie to see if we have a reciprocity arrangement in place with the pool along West Ox Road.

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

**Conclusion:** Wed. June 29, 2011, at 6:45 at Jacinta's home was established as next date, time and place.

