

Windsor Mews Board Meeting

Date of Meeting: 2/16/12
Location of Meeting: Jacinta's home
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Hung Tran, Julie Emery

Minutes

Agenda Item: Review and Approval of Annual Meeting (1/25/2012) Minutes.

Conclusion: Minutes approved with two changes.

Action Item: Julie to make changes and Jacinta to forward to Vivian.

Agenda Item: Roles and Responsibilities of Board Members for 2012.

Discussion: Jacinta will be President; Hung will be Vice-President and do Re-sale Inspections and Review / Approval of Architectural Change Requests; Julie will be Secretary; Dan will be Treasurer and Webmaster; Adam will handle Special Projects and will represent the Covenants Committee on the Board.

Action Item(s): Jacinta to inform Armstrong of the new Roles and Responsibilities.

Agenda Item: List of projects for this year.

Discussion:

1. Iron Fence Painting to be done in the Spring.
2. Tennis Court Resurfacing: (Adam to take the lead.)
 - a. Need to get updated quotes.
3. Security for tennis court and surrounding area:
 - a. Deposit for Keys to be \$25 each for those who would like them.

- b. Jacinta to enquire if Vivian will collect and deposit the checks into WM HOA account on monthly basis.
 - c. Jacinta to contact attorney to draft sample agreement between WM HOA and individual homeowners for use of tennis court and payment of refundable deposit.
- 4. Tot Lot – repair and/or replacement of some items. – TABLED.
- 5. Roadway resurfacing or patching. – TABLED.
- 6. Trim tall trees near brick wall and at the back of development.
 - a. Trim trees along perimeter of neighborhood.
- 7. Installation of speed bumps – type, number, location.
 - a. Hung to obtain some information/quotes.
- 8. Trim branches of trees from common area brushing against decks/fences.
 - a. Jacinta to request quote from landscaper.
- 9. Storm water drainage basin – cleanup / follow-up
 - a. This is a KIMCO Issue

Agenda Item: Identification of landscaping jobs for Spring/Summer 2012.

Discussion: Decision re. Flowers to economize. Idea of watering of beds being handled by Board Members to save money. Tree trimming/removal.

Conclusion: Jacinta to obtain quotes from CAS so decisions may be made.

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

Discussion: Covenants committee to be made up of Shahin, Adam, Shirley, and Freddy.

Action Item: They will be doing another walk-thru.

Agenda Item: Architectural Reviews & Resale Inspections.

Discussion: Per Hung, there were a few requests for Arch. Reviews – a hot tub and door. There was one resale package.

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

Discussion: The policy will remain the same.

Action Item: Jacinta will update the towing company with Adam's name.

Agenda Item: Insurance Policy/Bond – update?

Discussion: Our current Policy is probably fine but we should verify.

Action Item: Jacinta to follow up with insurance company.

Agenda Item: Social Committee – Spring Cleanup Day – April 22, 2012.

Discussion: Earth Day, April 22, 2012, will be our clean up day. Rebecca to take the lead on organizing.

Agenda Item: Info. to update website.

Discussion: Ed Buhain renewed our Domain name for 3 years.

Action Item(s): Dan to handle updates to our website.

Agenda Item: Newsletter – date?

Discussion: Should go out two times per year.

Conclusion: Planning for May and December mailings.

Agenda Item: Neighborhood Watch Program (NWP)

Discussion: Since Cherlyn who was responsible for the NWP and her term on the Board had ended, some names were suggested to lead this program; no decision was made.

Action Item: TABLED

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

Conclusion: Tuesday, March 20, 2012, 6:45 p.m. at Jacinta's home.