

## Windsor Mews Board Meeting

Date of Meeting: 6/21/12  
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 Board Meeting (5/31/2012) Minutes.

**Conclusion:** Minutes approved.

**Action Item:** Julie to put in final form and forward to Vivian Whitestone and all Board Members.

**Agenda Item:** Tandem Parking/towing issues

**Discussion:** Have not been enforcing the "no tandem parking" policy. Need to raise awareness of that policy (because it is a safety violation) and also may require a special resolution to enforce. Hung may have the old special resolution from May, 2003 on file. Should have Chadwick (attorney) and Fairfax County Police review pictures of two types of parking scenarios – one where they hang off of the driveway (blocking the sidewalk) and one where they park perpendicular to the end of the driveway which is in the roadway. We would want to place warnings on cars as a first step.

**Action Item:** Jacinta to ask Vivian Whitestone to see if the May 2003 Special Resolution is on file at Armstrong. Have Chadwick and Police review the policy.

**Agenda Item:** Spring Cleanup Day – April 22, 2012. (Rain Date April 29, 2012.) Next steps.

**Discussion:** Tabled until early Fall.

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

**Discussion:** There were no resale inspections or Arch. Reviews.

**Action Item:** Jacinta to create a “cheat sheet” to be posted on the community website. This will cover all of the basic replacement issues with the idea of providing a good reference for residents.

**Agenda Item:** Tennis court resurfacing/security

**Discussion:** Resurfacing -- Adam brought a quote from Bishop and will send it out to board members. The quote is for repairing/skim-coating/re-painting of our court.

Security – Once court is resurfaced and a new door/lock is installed, owners will have to sign an agreement to get a key and be able to use the court.

**Action Item:** Need two other quotes on tennis court work. Hung has another company from whom Adam may obtain a quote.

**Agenda Item:** Speed bumps (type, number, location)

**Discussion:** Hung recommending hot mix asphalt (2' wide at landing/3" high/4-1/2' wide at base.) Cost is approximately \$500-600 each and we may need 10 or so. Information went out in newsletter and we are awaiting resident feedback. Jacinta spoke with Fairfax County representative who recommended:

1. Placing of signs (speed limit/SLOW) in neighborhood
2. Collection of data (# of cars, etc.)
3. Treading carefully and documenting due diligence efforts of Board

**Action Item:** Board to review feedback from owners.

**Agenda Item:** Social Committee – Upcoming Events

**Discussion:** Nothing new as of now.

**Agenda Item:** Covenants Committee – next walk through.

**Discussion:** Planning a walk in the next couple of weeks.

**Agenda Item:** Collections agency – Red Rock presentation?

**Discussion:** We should review the collection services offered by Red Rock to see if it may be a good fit for us.

**Action Item(s):** Jacinta to contact Vivian to schedule a presentation.

**Agenda Item:** Tree on common area causing an issue on an owners' property.

**Discussion:** After visits by members of the Board, the landscaper, and the Fairfax County Urban Forester, it was determined that the tree roots did not pose a problem to the owner's foundation. However, the County would allow the tree to be cut down -- even though it is in a Tree Save Area, to avoid potential future damage to the fence and more costs associated with the removal of a larger tree. The lawyer was also consulted on this issue and provided legal opinion.

**Action Item(s):** Jacinta to obtain an estimate from the landscaper for removal, if necessary.

**Agenda Item:** Armstrong's charges for copying of records

**Discussion:** Charges were reviewed by Board and were approved. The cost breakdown will now be provided in the resale package.

**Action Item:** Board to inform Vivian of approval of charges.

**Agenda Item:** Goldklang's Audit of 2011 accounts

**Conclusion:** Audit looked good and was approved. Jacinta to sign it.

**Agenda Item:** Cheat Sheet for website on authorized materials to use. Shutters, Georgetown Doors, etc.

**Discussion:** Cheat sheet looked good. Perhaps Hector Ramirez would be able to do Georgetown Doors for residents who need new ones. Need more information on shutter replacement.

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

**Conclusion:** Thursday, July 26, 2012, 6:45 p.m. at Jacinta's home. This was later changed to Wednesday, July 25, 2012 – same time and place.