

## Windsor Mews Board Meeting

Date of Meeting: 11/13/12  
Location of Meeting: Jacinta's home  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Hung Tran, Adam Lesser, Julie Emery

### Minutes

**Agenda Item:** Review and Approval of Board Meeting (10/23/2012) Minutes.

**Conclusion:** Minutes approved.

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

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

**Discussion:** Bishop's Tennis has been awarded the contract for the tennis court resurfacing. The work will take place in the Spring. Contract will be signed now and 50% deposit will be paid now to hold pricing for Spring.

No major prep work will be needed. Bishop's will need a water hook-up for the project. A resident who lives near the tennis court has agreed to provide the water.

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:** Adam to contact Bishop's to finalize contract and to ask Vivian to prepare check for deposit.

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

**Discussion:** There was one resale inspection and no Arch. Reviews.

**Agenda Item:** Landscaping/snow removal contract – update.

**Discussion:** Jacinta has signed the contract with Valley Crest and has walked the development with their representative in order to have clarity regarding expectations and contract specifications. Our current landscape contract with CAS expires 12/31/12.

**Action Item:** CAS to finish out the year – have another pick up of leaves scheduled. Jacinta to follow up with CAS regarding the accounting of the poles they replaced/installed. Valley Crest to begin servicing our neighborhood on January 1, 2013.

**Agenda Item:** Snow removal contract.

**Discussion:** The snow removal contract has been renewed with VCI.

**Agenda Item:** Newsletter

**Discussion:** Final newsletter of the year to go out in November. Armstrong has recommended illustratus.com to do our bulk mailing as a cost saving measure.

**Action Item:** Board to review illustratus.com website and have them handle this newsletter mailing as a trial run.

**Agenda Item:** Misc.

**Discussion:** Flag must be replaced at front of neighborhood. Also, light at base of flag must be addressed.

Tot Lot gate part needs to be replaced.

**Action Item(s):** Jacinta to follow up on flag and light replacement. Julie to research and order needed gate part.

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

**Conclusion:** The next Board Meeting will be the Annual Meeting in January.

**Agenda Item:** Annual Meeting – 2013.

**Discussion:** We are going to have a lawyer review the packet that we send out in advance of the Annual Meeting to ensure it is compliant.

**Conclusion:** The Annual Meeting will be Wednesday, January 30, 2013, at Armstrong's Office.