

## Windsor Mews Board Meeting

Date of Meeting: 4/23/13  
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 (3/20/2013) Minutes.

**Conclusion:** Minutes approved.

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

**Agenda Item:** Review and Approve Goldklang's audit of accounts for year 2012.

**Conclusion:** Audit of accounts approved.

**Action Item:** Jacinta to sign off on audit and forward.

**Agenda Item:** Covenants Committee – review/actions and followup.

**Discussion:** Covenants committee completed a day walk-around in late February. Adam and Freddy did two night walks in early March for non-functioning lights. Jacinta updated the spreadsheet to include any new violations as well as information from earlier years and from Armstrong's database. Next walk will be done in early Summer.

**Conclusion:** Hung to review/focus on items highlighted on violations spreadsheet; Dan to post notices on doors for minor violations; letters to be sent out on other violations.

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

**Discussion:** There were two resale inspections and two Architectural Reviews. Hung to get violation list as Step #1 of Resale inspection process in order to know of any pending violations.

**Agenda Item:** Social Committee – Spring Clean up Day (June 1, 2013) update & actions for board members.

**Discussion:** Rain date is June 2, 2013. Contest -- Front yards will be judged by a rep from Merrifield Garden Center. Gift cards from Home Depot and Merrifield Garden Center will be awarded as prizes to the winners. Fence Painting – need volunteers. Will have two shifts.

**Action Items:** Hung to get paint and trashbags. Dan to prep fence for painting.

**Agenda Item:** Sand cleanup from streets – review of bids and decision.

**Discussion:** Contract awarded to Premium Landscaping.

**Action:** Jacinta to contact Premium Landscaping to schedule cleanup.

**Agenda Item:** Curb painting and striping of parking spaces – review of bids and decision.

**Discussion:** Need updated quotes which include curbs, lines for parking spaces, stenciled numbers in parking spaces and 2-18" Striped Bars at busy intersections.

**Action:** Jacinta to request updated quotes.

**Agenda Item:** Tennis court resurfacing – status update. Lock/keys for tennis court.

**Discussion:** Surface temp has to be above 55 degrees. Looking at Mid-May as a start date. We are at the top of Bishop's list. The lock we want (with 25 keys) is \$1,800.

**Action:** Adam to update board re. project schedule as Bishop's lets him know. Letter to go out to homeowners re. new tennis court policies and key deposit.

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

**Action:** Include information on community improvements.

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

**Conclusion:** The next Board Meeting will be Wednesday, May 22, 2013, at 6:45 at Jacinta's.

**Agenda Item:** List of Projects for 2013.

**Discussion:** Projects and Status:

- Iron Fence Painting – Dan (and other volunteers) to go and cut back brush from fence line and do more sanding in advance of Spring painting day.
- Shutter and Door Paint Colors – Spreadsheet. Hung to contact Shirley to plan a walk to work on Spreadsheet.
- Deck Colors – some clarification will need to be provided to homeowners regarding guidelines for allowable decking and railing colors.
- Costco expansion project is underway and we received our check from them as agreed. Julie to contact Costco Manager re. trash pick-up along Piney Branch.
- Roadway resurfacing or patching – we will patch up any areas that are in need and will hold off on resurfacing for this year.
- Trim tall trees near brick wall and at the back of the development – Valley Crest will look at trimming the tall trees; will spray for poison ivy; already mulched the tot lot; have to see if walking path was mulched; have agreed to change the trash liner at the tot lot on a monthly basis. Valley Crest Supervisor has been quite ill. Jacinta to walk the neighborhood with a new supervisor.
- Installation of speed bumps – type, number, location – tabled for now. May look at adding painted striped areas to encourage people to slow down. Will ask for quotes from curb painting companies.
- Trim branches of trees from common area brushing against decks/fences – Valley Crest will make a list of HOA trees and Private Property trees that need to be addressed.
- Storm water drainage basin (cleanup/follow up) – it is not our responsibility.
- Fix/repair bent street sign (Bideford/Winscombe) – Jacinta has asked for two different quotes but has not gotten anything back. She will check with Hector (Dan's contact.) Hung to check on hardware needed for project.
- Tot Lot Gate Repair – Julie to get in touch with fencing manufacturer.



