

## Windsor Mews Board Meeting

Date of Meeting: 6/17/15  
Location of Meeting: Jacinta's home  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Dan Shedd, Hung Tran

### Minutes

**Agenda Item:** Review and Approval of Board Meeting (4/29/2015) Minutes.

**Conclusion:** Minutes were approved.

**Action Item:** Julie to send out Minutes in final form to Vivian Whitestone and all Board Members.

**Agenda Item:** Review of financials for first quarter Jan-Mar 2015.

**Discussion:** The financials were received May 13, after the previous board meeting. The delinquent accounts were reviewed and it was decided that there is no change in the Board policy. Legal action will continue to be taken for all large delinquent accounts, follow up reminders will be sent for small delinquent accounts. Delinquent accounts will not be written off, except for good reason.

**Agenda Item:** Roadway resurfacing and/or patching – status update.

**Discussion:** After the approval of estimate provided, the pothole repair was done to our satisfaction. However, one pothole was left and Hung will contact the contractor to return to complete the job.

**Agenda Item:** Hung to follow up with contractor to ensure completion of project.

**Agenda Item:** Trimming/pruning conifers behind Bideford and cutting a split tree.

**Discussion:** The tree in the common area has split very high up and the landscaper is needed to cut the broken/split limb. It cannot be done by any resident without proper equipment. The

landscaper has provided an estimate to trim the conifers in that area. Jacinta is waiting to hear how many conifers will be trimmed for the estimate provided.

**Agenda Item:** Clear streets and parking areas of sand/winter debris – status update.

**Discussion:** Part of neighborhood was done. The contractor has not responded to several emails and phone calls from Jacinta and has not completed the work. There has been no communication from the contractor whatsoever as to why the work was stopped half way and when the contractor plans to return to complete the job. The Board decided to award the contract for the balance work to another contractor.

**Agenda Item:** Tennis court lock/key issue – status update.

**Discussion:** Lock was repaired. Julie posted a new sign which states , “Insert key fully into lock – turn to left to open.”

**Action:** Complete.

**Agenda Item:** Distribution of keys for tennis court – any deposit checks?

**Discussion:** Jacinta has received one more deposit check. There was one request for a key (on the Nextdoor blog) but the homeowner has not yet contacted Freddy to collect the key and pay the deposit.

**Agenda Item:** Covenants Committee – walk-thru community (day/night) (specific issue with 4793 Thornbury deck).

**Discussion:** Freddy did a night walk. Julie and Chris did a second night walk and Dan posted notices on the doors of violators.

Freddy or Julie to coordinate a daytime walk.

We have noticed a lot of front steps that need to be power-washed. We will put something in the newsletter and then follow up with notices if not addressed.

We do have some Covenant’s violations that are also Fairfax County Zoning Violations – namely, stairs that are not set back 10’ from rear property line. We will do violation letters to those homeowners. This action is outstanding and must be completed soon to give the homeowners time to make repairs/paint and spruce up the exterior before the

cold weather sets in. There also needs to be time for more than one reminder to be sent out.

**Agenda Item:** Architectural reviews, resale inspections.

**Discussion:** 2 Resale inspections and 2 Architectural Reviews.

**Agenda Item:** Five year reserve/engineering study update. (Previous studies Dec 2005 and Dec 2010.)

**Discussion:** Jacinta to contact Vivian to get the names of smaller firms that do reserve/engineering studies for developments of our size.

**Agenda Item:** Storm water drainage basin – cleanup / followup

**Discussion:** It was decided that in all future communication regarding the storm water drainage basin, homeowners will be informed that the basin is not HOA property and cleaning up the basin is not the responsibility of the Board. KIMCO Realty is the owner of the land and the drainage basin and if anyone wants to pursue the cleanup of the basin, they can contact KIMCO Realty directly.

**Agenda Item:** Social Committee – update

**Discussion:** Jacinta to follow up with Mike & Tina Foley to see what they may have in mind for this year's Social Calendar. Due to several unforeseen expenses this year, the budget for social activities may be very small.

**Agenda Item:** Web site issues – inbox full.

**Action:** Dan to follow up with Ed Buhain to ensure the inbox is cleaned out and there is adequate space on the server for all HOA Board emails.

**Agenda Item:** Newsletter – topics

**Discussion:** Newsletter will go out in June. Topics include, the ownership/responsibility of the storm water drainage pond, the allowable deck (natural wood) colors, and asking parents to keep their children off the grass, and not trample new grass seed at the entrances.

**Agenda Item:** Painting the curbs

**Discussion:** Due to the long and severe winter, some of the curbs in the development are in bad shape. Jacinta was directed to contact Vivian for names of contractors who do curb painting and get estimates from them before the next board meeting.

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

**Discussion:** Wed., August 5, 2015 at Jacinta's home.

**Projects / Discussion:**

- Distribution of keys for tennis court – Jacinta issued Freddy 12 tennis court keys so he may distribute.
- Five year reserve/engineering study update (previous studies Dec 2005 and Dec 2010) – we can obtain some new quotes from firms that Vivian knows. Some of the engineering firms use different formulas so our reserves could be lower. We need to decide on a provider this summer so there is time to complete the study before preparing the annual 2016 budget.