

## Windsor Mews Board Meeting

Date of Meeting: 9/23/15  
Location of Meeting: Jacinta's home  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Dan Shedd, Hung Tran, Freddy Feliz; Julie Emery

### Minutes

**Agenda Item:** Review and Approval of Board Meeting (8/5/2015) Minutes.

**Conclusion:** Minutes were approved.

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

**Agenda Item:** Roadway patching – status update.

**Discussion:** Hole in the roadway near the tot lot is a sinkhole and Fx. Co. needs to come out to evaluate. The storm sewer pipe connects two catch basins. Idea of placing a cone at site to mark the hazard was proposed.

**Action Item:** Hung has called the Fx. Co. Storm Sewer Section and will call again. He will document the calls. Dan will look for a cone to mark the hazard.

**Agenda Item:** Covenants Committee – follow-up inspection to see who has complied with notices and who has not. (Specific issue with 4793 Thornbury deck.)

**Discussion:** Notices were posted on doors by Dan for violations from July 2015. Covenants Committee members will need to do a follow up walk to see who has complied and who will need a letter. Deck at 4793 Thornbury is not in compliance with Fairfax County setback regulations.

**Action Item:** Freddy, Julie and Covenants Committee members will complete a follow up walk of the entire neighborhood. Jacinta will look into the non-compliant deck issue.

**Agenda Item:** Violation letters/notices

**Discussion:** Notices were posted for May and July violations but letters were not sent out due to cost considerations. Violations that are not addressed may result in letters being sent out. Covenants committee members are urged to provide detailed action items in their notes from walks so that Vivian and staff may send out letters with specific requests.

**Agenda Item:** Architectural reviews, re-sale inspections.

**Discussion:** 3 Re-sales and 1 Architectural Review.

Due to Hung's impending move, it was decided that a re-sale inspection checklist would be helpful for board members who will take on the Re-sale Inspections and Architectural Reviews.

**Action item:** Hung to create a checklist for processing re-sale inspections. Dan to take on the primary re-sale inspection role.

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

**Discussion:** GJB will do the update to our study. Jacinta requested that our reserve figure be reviewed and asked that we pay for the study out of reserves – not out of our operating budget.

**Agenda Item:** Snow removal contract (VCI or M&F Concrete)

**Discussion:** Contract for winter 2015 has been awarded to M&F Concrete.

**Agenda Item:** Review of Management Contract with FSR

**Discussion:** We are going to keep the same contract in place. The contract renews automatically every 12 months.

**Action Item:** Jacinta to let Vivian know.

**Agenda Item:** Landscaping projects for all (Trim dead trees? Turf renewal? Any other issues?)

**Discussion:** There is a dead tree near Shirley's old house that should be removed. The grassy areas at main entrances need some work.

**Action Item(s):** Jacinta to obtain pricing for the tree removal and turf renewal.

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

**Discussion:** One new key has been distributed for tennis court. One key has been turned in and will need a refund.

**Action Item:** Julie to provide new address information to Jacinta (for resident who turned in key).  
Jacinta to request that a refund check be sent to former resident.

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

**Discussion:** Wed., November 11, 2015, at 6:45 p.m. at Jacinta's home.