

## **Windsor Mews HOA Board Meeting**

Wednesday, May 24, 2017, 7:00 pm

**Board members present:** Jacinta Mascarenhas, Freddy Feliz, Joe Trefilek  
**Board members absent:** Rajesh Arora  
**Others present:** None

### **Minutes**

The meeting was called to order at 7:08 pm.

#### 1. Review and approval of HOA Board meeting held Wednesday, April 19, 2017

The minutes were approved and will be made available on the website and to the management company.

#### 2. Landscaping jobs for spring and summer 2017

Following further observation, it was determined that some trees identified by the landscaping company as needing pruning and/or treatment were duplicative or on an owner's property rather than a common area. These corrections will be noted and an updated estimate will be requested. Discussion with county officials determined that the insect and other issues identified as needing treatment are common for the area, and as a result the Board decided to move forward with acting on the recommendation of the landscaping company. In addition, homeowners will be notified of any pruning or other issues required for trees on their property.

#### 3. Covenants Committee update

Due to rain, a thorough examination of the community could not be completed since the last meeting. However, a preliminary list of issues was compiled on April 30 and will be referenced with future inspections.

#### 4. Architecture modifications and resale inspections

0 architecture modifications were reviewed and 0 resale inspections were performed since the last meeting.

#### 5. Social Committee update

A movie night is tentatively planned for this summer and the Board is seeking input from local businesses interested in sponsorship. The Board is still seeking volunteers to participate on the social committee.

#### 6. Community website and content management

A preliminary review of the FAQ section was completed as well as some minor updates. A more extensive update to content and style is planned to accompany the newsletter.

#### 7. Tennis court keys and rules

An updated sign detailing the revised wait time policy will be procured for the tennis court. In addition, details of the revised tennis court key policies will be detailed in the forthcoming newsletter.

#### 8. Updated HOA dispute resolution process

The updated dispute resolution process has been finalized by the HOA legal counsel and made available for review by the Board members. Due to the desire to have all board members present for the adoption and signing of the new process, a special meeting will be held in the coming weeks to review and vote on the process. No major concerns were raised at this meeting.

#### 9. Roadway resurfacing and/or patching

A second proposal for the project was received and the Board discussed the next steps. It was determined to continue targeting the spring-summer 2018 timeframe and to begin communicating details of the project to the community via the summer newsletter.

#### 10. Newsletter content and distribution

A first draft of the content for the newsletter was reviewed, but after some discussion it was determined that the amount of content may be too much for a mailed newsletter. Therefore, it was determined that a summary of the content will be provided with additional information available on the website or from the Board via email or other means for those who require it. Joe was tasked with summarizing the items and compiling them into the final format.

#### 11. Neighboring development projects

No major updates since the last meeting.

#### 12. Next meeting

The next HOA board meeting is scheduled for Wednesday, July 12 at 7pm. A special meeting to review and vote on the revised dispute resolution process will be scheduled for the coming weeks.