

## **Windsor Mews HOA Board Meeting**

Wednesday, July 11, 2018, 7:00 pm

**Board members present:** Jacinta Mascarenhas, Joe Trefilek

**Board members absent:** Rajesh Arora

**Others present:** None

### **Minutes**

1. Review and approval of the minutes of the last board meeting held May 29.

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

2. Review of bids for management of road resurfacing project and timeline.

Two bids for managing the road resurfacing project were received and reviewed by the Board. Following final review and discussion, Community Association Engineering, a division of GJB Engineering, Inc., was selected to provide the engineering work for the project. The board will be in contact with them regarding the timeline and next steps.

3. Review of the current parking policy and options for improvement.

With more visitors in the summer months together with contractors working on many houses in the development, the issue of inadequate visitor parking spaces was discussed. While the number of visitor spaces (52) for 130 houses is adequate, if they are really used by visitors, it has been observed in many instances, that the residents use the visitor spaces for their own cars and keep their garage and driveway vacant or use the space for other purposes. This unfair practice by residents has been brought to the attention of the Board many times, along with requests for stricter enforcement of the parking policy. The Board researched several options to stop this unfair practice and discussed remedial measures. Items from the discussion included:

- The process for obtaining approval for any changes to the parking policy and bylaws.
- Tools that are available for improving enforcement, including commercial parking management and license plate reading software, and the resulting costs involved.
- Stricter enforcement of the current parking policy.
- Ways to improve communication of the parking policy, including raising the issue in the summer newsletter and posting reminders around the community.
- Economic options, including charging for use of the visitor spaces or otherwise regulating guest parking passes.
- Changes to the existing 48-hour time limit to discourage spot-swapping.
- No decision was made at this time because of the impending roadway resurfacing project which will impact parking and movement of cars.

4. Review of financials for period ending 30 June 2018.

The financial report from FSR was not ready at the time of the meeting, so the report will be sent to the Board members when available and will be discussed at the next board meeting.

#### 5. Report on resale inspections and architectural modification applications.

Since the previous meeting, there have been 2 resale inspections and 2 architecture modification requests, all of which were completed on time.

#### 6. Review of landscaping and identification of new landscaping jobs for Summer/Fall 2018

Items for discussion included two trees that will need to be removed and general trimming and mowing of the common areas. In addition, the current landscaping contract will be ending soon, so preparations will begin in the coming months to review the existing contract and consider alternative contractors.

#### 7. Covenants Committee update

An inspection was completed over the course of the past couple of weeks. Notices were posted for the most significant violations and others will be posted in the coming weeks. Follow up inspections are planned for the coming weeks following the grace period for correction.

#### 8. Trash bins and recycling containers

Following discussion on the benefits and concerns around rigorous enforcement of the trash containment policy, the Board determined that the risk and appearance of trash containers strewn about following pickup was less of a concern than the risk and appearance of trash bags placed on the curb. To that end, the Board will look to more closely enforce the trash containment bylaws following a reminder posted in the summer newsletter.

Also, many residents keep their trash and recyclables out on the curb more than 48 hours before the day they are collected (Mondays and Thursdays). Keeping them outside attracts rodents and makes the trash rot in the heat and humidity, which makes the place look unsightly, not to mention unhygienic.

#### 9. Social Committee update

Two owners in the community are planning and coordinating an Ice Cream Social to be held August 11. Notices will be posted on mailboxes and in the summer newsletter.

#### 10. Updated list of projects for the year

Items discussed include:

- Roadway resurfacing project, addressed in item #1.
- An additional round of tree trimming in the common area. It was determined that an additional walkthrough with the landscaper may be needed, followed by an estimate of work for consideration.
- Design standards updates, with particular regard to acceptable shingle types given the increased interest and prevalence of architectural shingles.

#### 11. Website update

The FAQ and other pages will be updated following delivery of the Summer 2018 newsletter.

## 12. Newsletter

In addition to a list of FAQs and reminders, items to be included in this year's newsletter include the roadway project, parking policy, and trash pickup. Because the newsletter is intended for all residents of Windsor Mews, not necessarily the owners, the Board will explore the option of having them printed and mailed by the Board rather than through FSR, which tends to be more costly.

## 13. Next Board Meeting

The next board meeting is currently planned for mid-August, with the date to be finalized at a later time.