

Windsor Mews HOA Board Meeting

Wednesday, August 24, 2018, 7:00 pm

Board members present: Jacinta Mascarenhas, Joe Trefilek

Board members absent: None

Others present: None

Minutes

1. Review and approval of the minutes of the last board meeting held July 11, 2018.

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

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

The Board followed up with the management company selected to perform the work. They confirmed that for the spring timeframe, work will begin over the winter once contractors have completed their fall projects.

3. Review of current parking policy and suggestions for change to address the number of complaints on the lack of visitor parking in the development.

Due to the impact of the roadway resurfacing project, it was decided to table any major action on the parking situation until after the project is completed. In the meantime, the Board will be continuing to work with the towing company to increase enforcement of the existing 48-hour rule and will be reaching out to the community to gain additional opinions on what action should be taken, if any.

4. Review of financials for period ending 30 June 2018. Change of investment in FD that is maturing.

The board evaluated the current state of the financial accounts and selected a new CD for that which was maturing later this year.

5. Discuss the possible need for a dues increase for next year.

It was decided that a modest increase of \$5 to \$10 per quarter is reasonable to keep up with the aging of the community, ensure the maintenance of common areas, and to account for the nominal increase in fees from contractors and other vendors.

6. Report on resale inspections and architectural modification applications.

Since the last meeting, there were 2 resale inspections and 3 architecture modification requests.

7. Review of landscaping and identification of new landscaping jobs for Fall 2018.

The Board will be performing a walkthrough of the community with the landscaper over the next few weeks to determine any needed projects and request estimates for fall work.

8. Covenants Committee report and next steps.

A follow up inspection will be conducted this weekend to verify whether items identified during the previous inspection have been corrected. The second notice will be posted as needed shortly after.

9. Trash bins and recycling containers

Rather than relying on more aggressive enforcement tactics, the Board will begin reminding residents of the regulations around trash and recycling containers through more informal means. For repeat or significant offenders, the standard dispute resolution process will be applied.

10. Social Committee report.

The ice cream social was a success and the Board would like to thank all who were involved and stopped by. The Board and Social Committee will be thinking through possibilities for future events.

11. Status report on storm drain cave-in

The Board brought the matter to the attention of the Fairfax County Stormwater Division, who inspected it and confirmed that it was their responsibility to resolve. The issue has been added to their work backlog, but it may take some time to be completed due to the unusually high number of issues this year from the excessive rainfall.

12. Status report on tennis court surface and removal of weeds

The Board is attempting to have the tennis court cleaned and weeds trimmed through a volunteer in the community who has offered to help. Should it require additional effort, a professional contractor will be called in to resolve the issue.

13. List of projects for this year

In addition to projects noted elsewhere in the minutes, the Board discussed the following:

- Revising the design standards to accommodate so-called architectural shingles, which are becoming increasingly popular. A recommended design will be selected and posted to the website.
- Whether residents operating businesses out of their home, including offering short-term rentals, is in violation of the bylaws. If necessary, the Board may seek legal advice on the matter.

14. Website update.

Minor website enhancements and content updates were made.

15. Newsletter feedback.

The Board agrees that printing and mailing the newsletters directly rather than going through the management company was successful and saved a noteworthy amount of money. This approach will be considered for future informal notices.

16. Next Board Meeting.

The next board meeting will be held the week of October 8.