

## **Windsor Mews HOA Board Meeting**

Thursday, October 18, 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 August 24, 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 is continuing to coordinate with the engineering firm in preparation for next spring's project.

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.

Options are still being considered, however any major changes will not be implemented prior to the completion of the roadway project.

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

The Board evaluated the current state of the financial accounts and remaining budget for the year.

5. Decision on dues change for next year.

It was decided that dues for next year will be \$290 per quarter. This is to allow for additional common area maintenance that will be needed due to the age of the community and to account for nominal vendor cost increases due to inflation and other factors.

6. Landscaping contract RFP

The board will be submitting specifications and soliciting proposals for the new landscaping contract via the management company. A decision is anticipated to be made at the next Board meeting.

7. Report on resale inspections and architectural modification applications.

Since the last meeting, there were 0 resale inspections and 2 architecture modification requests.

8. Review of landscaping and identification of new landscaping jobs for Fall/Winter 2018.

Quotes were reviewed for repairing parts of the sidewalk displaced by tree roots, planting of fall flowers, tree trimming and removal, and resolution of a drainage issue behind the houses on the north side of Tenbury. Considering the remaining landscaping and common area maintenance budgets, it was decided

to proceed with the sidewalk repair, flowers, and tree maintenance, while deferring the drainage project to gather additional quotes.

#### 9. Insurance Renewal

Two options for insurance were considered and it was decided to remain with the existing company.

#### 10. Covenants Committee report and next steps.

The third letter inspection for any outstanding issues will be conducted in the coming weeks. A subsequent full inspection will also be conducted.

#### 11. Status report on the repair of the entrance lights on Tenbury

The vendor who worked on the lights earlier in the year has been contacted. The Board will be following up with them.

#### 12. Status report on storm drain collapse

The Board is continuing to follow up with the county on resolving the issue as they progress through their work backlog.

#### 13. Status report on tennis court surface cleaning

The work was delayed due to the recent rain. The Board will be following up to get a better estimate of when the project will be completed.

#### 14. Additional projects for the year

In addition to those already discussed, the Board discussed the following:

- Decided to award the snow removal contract to the incumbent, M&F Concrete.
- No new design standard updates are planned at this time.
- The Board continues to evaluate what, if any, action is needed regarding home businesses and short-term rentals.

#### 15. Website update.

The website will be updated with updated guidance on purchasing replacement post light parts.

#### 16. Next Board Meeting.

The next board meeting is tentatively scheduled for the week of November 12.