

Windsor Mews HOA Board Meeting

Monday, February 25, 7:00 pm

Board members present: Jacinta Mascarenhas, Joe Trefilek, Jennifer Anderson, Shahin Bahadori, Kamran Zendehtdel

Board members absent: None

Others present: None

Minutes

1. Review and approval of the minutes of the annual meeting held February 15, 2019

The minutes were approved and will be formally approved at the 2020 annual meeting.

2. Address vacant board positions following election at the annual meeting

Kamran Zendehtdel expressed interest in serving on the Board of Directors. The Board voted to appoint him to the remaining vacant position.

3. Roles and responsibilities of Board members for 2019

The roles and responsibilities are as follows:

- President: Joe Trefilek
- Vice President: Jacinta Mascarenhas
- Treasurer: Shahin Bahadori
- Secretary: Kamran Zendehtdel

4. Resale inspections and architectural modification leads for 2019

Jacinta will be the Board member leading resale inspections and will reach out to Dan Shedd who has helped with them in the past. Jacinta and Jennifer will lead architectural modification reviews for 2019.

5. List and status of projects for 2019

Projects that were discussed include:

- Roadway resurfacing - Dan Shedd continues to lead. RFP will be released following roadway core samples and engineering assessment thereof.
- Entrance light fixtures - Jacinta continues to lead and assess for a permanent solution.
- Parking regulations and enforcement - Tabled until after the roadway project.
- Tennis court surface cleaning - Jacinta continues to lead and will follow up with vendor.
- Tot lot equipment inspection - Dan Shedd will help with the cleanup and inspection this spring.
- Legal clarification on short-term rentals and other home businesses - Jacinta continues to lead and is following up with the lawyer.

6. Landscaping jobs for 2019

A number of areas were discussed, including flowers at the entrances and mulch for the tot lot and walking path. Jacinta will coordinate a walkthrough with the landscaper to discuss other projects.

7. Covenants Committee lead and plan for the year

Shahin will be Covenants Committee lead for 2019. The Committee is planning to perform more frequent inspections for 2019, including more night inspections. In addition, an effort will be made to better standardize criteria for violations and clarify messaging to the owners.

8. Closure of covenants violations from 2018

Jacinta will perform follow-on inspections for those issues which were granted additional time to resolve at the end of last year. Those that are not resolved in time will begin to be fined in accordance with the dispute resolution process.

9. Social Committee Updates

Jennifer will organize a spring cleanup event to get the community involved in improving the appearance of the common areas.

10. Website updates and lead for 2019

Joe will continue to maintain and improve the website for 2019.

11. Newsletter and other communications

Due to the impact of the roadway resurfacing project, a second mailing will be sent out so all are informed of the timeline and temporary restrictions from that project. A subsequent general newsletter will be sent later in the year,

12. Next meeting

The next meeting will be in approximately one month, with the date to be determined.