

Windsor Mews Board Meeting

Date of Meeting: August 18, 2010
Location of Meeting: Jacinta's House
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Hung Tran, Cherlyn Castaldo, Ed Buhain

Minutes

Agenda Item: Meeting Minutes

Discussion: Ed sent the minutes via email but the other Board members did not receive them. Jacinta noted that she has not been receiving Ed's email responses.

Conclusion: Ed will re-send the minutes; Board members will confirm receipt and review the electronic copy of the minutes.

Agenda Item: Financial Status

Discussion: The Board elected to cease collection actions where collection fees exceeded past-due amounts. The attorney's office started proceedings for three properties; one homeowner has paid in full.

The Board discussed whether to increase dues for 2011 in order to increase reserves.

Conclusion: The Board approved the latest financial status report.

The Board deferred on the decision to increase dues until the completion of the engineering study.

Agenda Item: Curb Painting & Restriping

Discussion: Nova Painting completed the curb painting; parking lot restriping and renumbering was delayed due to rain. Board members noted that old, flaking paint was not removed from some curb areas; these sections of new paint will not last if old paint is not removed.

Conclusion: Hung will notify the contractor about the problem areas. The Board will withhold payment until the curb painting issues have been corrected.

Agenda Item: Brick Wall Cleanup

Discussion: Ken Chadwick, the Association's attorney, is drafting a response to homeowner complaints about the condition of the brick wall surrounding Windsor Mews.

Conclusion: The Board deferred on cleanup of the brick wall pending feedback from the engineering study. More immediate action will be necessary if the engineering study notes structural issues with the wall; cleaning may be too expensive if the brick wall issues are purely cosmetic.

Agenda Item: Covenants Committee Updates

Discussion: Some homeowners had some questions about which tree branches require trimming. Hung provided the photos to inquiring homeowners.

The Board received two responses from homeowners that provided the original door colors (and shutter colors, if applicable) for their respective homes.

The Board has not followed up on post lamp violations.

Hung completed two resale inspections and approved two architectural modifications.

Conclusion: Jacinta will work with Bob Brown to schedule a Covenants Committee walkthrough after Labor Day.

Cherlyn will follow up on outstanding post lamp violations and note any new or repeat violations.

Agenda Item: Landscaping

Discussion: CAS Landscaping agreed to add additional mulch to the tot lot in the fall; they have also agreed to mulch the walking path.

Conclusion: The Board agreed that the landscaper could use a lower grade of mulch for the walking path, but higher-grade mulch should be used in the tot lot. The Board will follow up on landscaping projects in the fall.

Agenda Item: Brick Wall & Fence Repair

Discussion: The homeowner on Camborne Terrace has not completed the release that acknowledges the brick wall and fence repair. CAS Landscaping cannot be paid for the repair work until the homeowner signs the release.

Conclusion: Jacinta will follow up with Armstrong Management to ensure that the homeowner acknowledges that the work was completed.

Agenda Item: Neighborhood Watch

Discussion: Cherlyn has not heard from Richard Twombly, the Crime Prevention Officer.

Conclusion: Cherlyn will follow up with Officer Twombly regarding Neighborhood Watch signs.

Agenda Item: Newsletter

Discussion: The Board has not received any feedback about the newsletter.

Conclusion: The Board will work with any feedback it does receive.

Agenda Item: Engineering Study

Discussion: Windsor Mews is due for another engineering study, which is conducted every 5 years. GJB, the company that conducted the previous study, will assign the same engineer, Brian Cleary.

Conclusion: Jacinta will approve GJB to conduct the engineering study.

Agenda Item: Annual Meeting Minutes

Discussion: The Board does not have a record of the minutes from the 2010 annual meeting.

Conclusion: Jacinta will follow up with Julie, the Board's secretary at the time of the 2010 annual meeting, to obtain the minutes.

Agenda Item: Tennis Court Security

Discussion: Cherlyn is evaluating lighting options for the area near the tennis court. Dominion Virginia Power has several options for full-cutoff lighting. Dominion requires a site plan approval before installation.

Conclusion: The Board will submit a site plan to Fairfax County if it decides to proceed with lighting installation.

Agenda Item: Fire Hydrant Visibility

Discussion: The Board is investigating options to make fire hydrants more visible during the winter. Fire hydrant markers are optional, but some homeowners have expressed their disinterest because of the aesthetic impact. The Board discussed repainting the hydrants as an additional option.

Conclusion: Hung will check with Nova Painting to obtain a quote for fire hydrant painting.

Agenda Item: Road Resurfacing

Discussion: The initial road layer was completed in 1993. Hung estimates that repaving will be necessary between 2012 and 2015, depending on the harshness of winters. Arlington County, for instance, targets a 15-year paving cycle, although budget concerns can push that cycle up to 40 years.

Conclusion: The Board deferred road resurfacing until after the engineering study. The Board recommends that a resurface of the tennis court be included as part of the repaving effort, if possible.

Agenda Item: Board Member Availability

Discussion: Ed's participation on the Board will be limited due to work schedule conflicts.

Conclusion: Ed will continue to record meeting minutes and update the HOA web site until the end of the year; he will participate in other projects where possible.

Agenda Item: Next Meeting

Discussion: The Board will meet on Wednesday, September 22.

Conclusion: The Board will coordinate details for the next meeting over email.