

Windsor Mews Board Meeting

Date of Meeting: 4/27/11
Location of Meeting: City of Fairfax Regional Library, 10360 North Street, Fairfax, VA 22030
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Cherlyn Castaldo, Hung Tran, Dan Shedd

Minutes

Agenda Item: Review and approve minutes of Board Meeting held March 23, 2011.

Conclusion: The minutes were approved by meeting attendees without objection or comment.

Agenda Item: Review, approve, and adopt "Complaint and Due Process Resolution" and decide on ways to disseminate.

Discussion: The current (2005) "Complaint and Due Process Resolution" was reviewed within the past year in recognition of pending legislation before General Assembly, which would impose new requirements on the Board for handling disputes within the community.

Conclusion: Approval of a new, draft (2009) "Complaint and Due Process Resolution" was deemed premature given the possibility for changes in the legislation prior to passage. Meeting attendees judged it appropriate to postpone action until such time the legislation is passed and signed into law.

Agenda Item: Review bids for power-washing/cleaning brick wall.

Discussion: Only two bids received to date; one bid included use of County water (hydrant) while the other vendor provided his own source for high pressure water. Neither bid included an option for sealant which was recommended by the County.

Conclusion: Action on power washing will be postponed pending improved weather conditions more conducive to mortar repair and sealing. Additional bids will be solicited; vendors will be asked to price options for mortar repair and sealing.

Agenda Item: Review and decide on enforcement of covenants violations – noted by Covenants Committee.

Discussion: Meeting attendees debated the advantages and disadvantages of a more formal enforcement process (mailing of letter for first notice, tracking numbers of violation and delinquency).

Conclusion: Meeting attendees agreed the current process, to include hand delivery of notice to individual homes by board member followed by more formal mailing of notice by the management company. The mailing of letters by the management company is expensive and usually unnecessary, as the informal notices are effective in bringing the violation of community rules to the attention of homeowner as well as bringing about a resolution to the issue. Follow-up mailed notices can be used in those few instances where the homeowner does not respond to the informal notice.

Agenda Item: Complaint and Due Process Resolution – old (2005) vs new (2009) process, legal requirements.

Discussion: There is a proposal pending in Virginia that would require that homeowners be notified of Complaint & Due Process Resolution. We need to review our existing 2005 Resolution and the newer one drafted in 2009 to see what should be put in place.

Conclusion: Meeting attendees agreed the current process, to include hand delivery of an informal, generic notice to individual homes by board member followed by more formal mailing of notice by the management company. The mailing of letters by the management company is expensive and usually unnecessary, as the informal notices are effective in bringing the violation to the attention of homeowner as well as facilitating a resolution to the issue. Follow-up mailed notices can be used in those few instances where the homeowner does not respond to the informal notice.

Agenda Item: Report on architectural reviews, resale inspections.

Discussion: Hung Tran reported that he completed three (3) resale inspections within the past month, and that there are no pending resale inspections.

Agenda Item: Review bids for asphalt / sidewalk repair.

Discussion: Two bids received; there was a large disparity in the cost of the two bids.

Conclusion: Additional bids will be solicited. Action will be postponed until summer, when there are more suitable weather conditions for repairs.

Agenda Item: Door and shutter color chart - update.

Discussion: Dan Shedd furnished some limited information he had obtained on paint colors. Cherlyn is developing a detailed spreadsheet/database documenting color schemes by unit. Hung Tran was able to provide some background on the conventions followed by the builder for alternating color schemes for aesthetics.

Agenda Item: Installation of "signs" – update.

Discussion: Cherlyn installed NWP signs piggy backing on sign posts for other signage, saving the need to purchase and install additional posts. Parking signs will be installed over the old signs, rather than replacing the previous signage, due to difficulties in obtaining labeling stickers from the County

Agenda Item: Security / locks for tennis court - update

Discussion: No action has been taken on installing a lock. A proposal was made to install a lock with keys being distributed by Armstrong after receipt of a deposit from individual homeowners wishing to use the facility. The procedure would require a modification of the resale package to include a check list item for return of the key.

Agenda Item: Neighborhood Watch Program – update.

Discussion: Signs have been installed.

Action Item: Meeting attendees will investigate the use of electronic mail servers to disseminate information about the NWP.

Agenda Item: Landscaping jobs for spring/summer 2011.

Discussion: Jacinta will meet with the landscaper to identify the landscaping jobs for the spring/summer. Other board members will provide a list of suggested jobs to Jacinta prior to the meeting.

Action Item: Jacinta will meet with the landscaper.

Agenda Item: Is there a need for a mid-year newsletter?

Discussion: Dan Shedd suggested a mid-year newsletter was beneficial in reminding homeowners of their responsibilities with respect to the bylaws, as well as bringing the Boards recent accomplishments to the attention of the community..

Action Item: Investigate low cost approaches for distributing the newsletter.

Agenda Item: Next Board Meeting – date, time, place.

Discussion: The next board meeting is scheduled for May 18.