

Windsor Mews Board Meeting

Date of Meeting: 6/29/11
Location of Meeting: Jacinta's home
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Cherlyn Castaldo, Hung Tran, Dan Shedd, Julie Emery

Minutes

Agenda Item: Review and Approval of Monthly Meeting (5/18/2011) Minutes.

Conclusion: Minutes approved with one change.

Action Item: Julie to forward to Jacinta.

Agenda Item: Power Washing/cleaning/sealing of brick wall.

Discussion: Power washing of wall was completed. There is graffiti on the inside of the wall that needs to be addressed. Re-pointing to be handled by CAS. Painting of iron fence needs to be orchestrated.

Action Item(s): Cherlyn to see if solvent will remove graffiti, otherwise will have CAS handle (at a cost.) Use google group to contact people re. volunteering for painting of iron fences.

Agenda Item: Review of bids for asphalt / sidewalk repair.

Discussion: There have been two bids submitted so far. One is from CAS. Need to have bids updated as they are rather old. Need to address issue of cutting of roots which will likely affect trees belonging to homeowners – to let homeowners know of their responsibilities.

Action Item(s): Hung to work on a draft letter to be sent to homeowners. Dan to take pictures of areas where sidewalks are in need of repair – from tree roots or otherwise.

Agenda Item: Enforcement of covenants violations.

Discussion: There were 52 violation notices posted by Dan re. paint, light fixtures and shutters. .
Jacinta had violation letters sent out by Armstrong re. bushes, trees, grass and shrubs.

Conclusion: Given that notices were posted/sent out recently, we need to allow time for compliance. Covenants Committee will be doing another walk soon.

Agenda Item: Architectural Reviews & Resale Inspections.

Discussion: Per Hung, all look good.

Agenda Item: Review of Financial Reports (dated May 31.)

Conclusion: All looked fine.

Agenda Item: Review of Legal (collection status) Report (dated June 29.)

Conclusion: One was written off and one was paid off.

Agenda Item: Door and shutter color chart – update.

Discussion: Need to establish which houses/elevations need shutters and what the color schemes need to be per the original Map of homes in Windsor Mews.

Action Item(s): Hung to send out Map of community to board members.

Agenda Item: Shutters – replacing them.

Discussion: Need to continue research on suitable shutter replacements so information may be placed on community website.

Action Item(s): Julie to continue research on replacement shutters.

Agenda Item: Installation of signs – update.

Discussion: Issue of multiple signs on single posts.

Conclusion: Agreed to leave as is for now.

Agenda Item: Security / Locks for Tennis Court – update.

Discussion: Lock is needed for Tennis Court. Need to inform residents of \$25 Refundable Key Deposit.

Action Item(s): Cherlyn to obtain a lock. Promote new key policy in newsletter.

Agenda Item: Mailbox repair – update.

Discussion: Cherlyn researched what the steps are with the Post Office.

Action Item(s): Cherlyn to order a base through the post office.

Agenda Item: Neighborhood Watch Program – update.

Discussion: No update at this time.

Agenda Item: Fairfax County National Night Out – August 2, 2011.

Discussion: Idea is to plan a neighborhood event to get community members involved and Police officers come out to meet residents.

Action Item(s): Cherlyn to get Tulkoff (of Social Committee) involved to set up an event.

Agenda Item: Landscaping jobs for spring/summer 2011 – update.

Discussion: Summer flowers (drought resistant) will be planted in entrance beds by CAS at a cost of \$2,385 (proposal #562.) CAS will water as needed but does charge for the water truck. Poison ivy needs to be sprayed.

Action Item(s): Jacinta to speak with CAS re. work needed.

Agenda Item: Mid-year newsletter – draft.

Discussion: Include updates on sidewalk repairs; repainting of iron fencing along brick wall (group effort); tennis court changes.

Action Item(s): Jacinta to finalize newsletter soon.

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

Conclusion: Wed. July 27, 2011, at 6:45 at Jacinta’s home was established as next date, time and place.

