

## Windsor Mews Board Meeting

Date of Meeting: 3/20/12  
Location of Meeting: Jacinta's home  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Hung Tran, Adam Lesser, Dan Shedd, Julie Emery

### Minutes

**Agenda Item:** Review and Approval of Monthly Board Meeting (2/16/2012) Minutes.

**Conclusion:** Minutes approved with changes.

**Action Item:** Jacinta to make changes and forward to Vivian.

**Agenda Item:** Roles and Responsibilities of Board Members for 2012.

**Conclusion:** Jacinta will be President; Hung will do Inspections for Resales and architectural change reviews/Covenants; Julie will be Secretary; Adam will handle Special Projects; Dan will be Treasurer.

**Agenda Item:** Approve write off of unpaid dues of \$527.07 (Acct. WB-THOD 4741 01)

**Conclusion:** Approval was given to write off the above referenced amount.

**Agenda Item:** Landscaping at 3 Front Entrances

**Discussion:** Reviewed proposal – looks good. Need mulch in tot lot. Tree trimming project was completed and went well.

**Conclusion:** Jacinta to inform CAS of approval of proposal.

**Agenda Item:** Covenants violations – Next Steps.

**Discussion:** Satellite placement guidelines will be clarified in newsletter; Replacement Shutter information needs to be made available to homeowners on our website; discussion of guidelines on Storm Doors was held; Light fixture – flagrant violators; Attorney to give us input on whether we can ask landscaper (in writing) to work on abandoned house(s) in neighborhood to protect home values; Georgetown Doors – guidelines on colors allowed.

**Action Item:** Dan to post shutter information; Light fixture flagrant violators to be invited to a hearing due to non-responsiveness; Jacinta to speak with Attorney re. mowing of abandoned house(s); Georgetown Door color guidelines need to be outlined; Jacinta to update violations list. Notices to be posted and mailed.

**Agenda Item:** Architectural Reviews & Resale Inspections.

**Discussion:** Per Hung, there were 2 resale packages – both were fine.

**Agenda Item:** Tennis court resurfacing/security

**Discussion:** Vivian provided 3 company names for us to obtain quotes along with information on where their work may be viewed. Do we need to replace the sign at the tennis court? Access Cards will have a \$25 refundable fee. Agreement to be drafted by attorney for owners to sign if they wish to have a key.

**Action Item:** Adam to work on obtaining quotes; Jacinta to ask Attorney about drafting an agreement.

**Agenda Item:** Social Committee – Spring Cleanup Day – April 22, 2012. (Rain Date April 29, 2012.)

**Discussion:** Earth Day, April 22, 2012, will be our clean up day. Rebecca Tulkoff has taken the lead on organizing. Painting of iron fence; 2 (2 hour) shifts for volunteers; Fairfax. Co. Horticulturalist to be there; Cookies and Punch to be provided; Directory of Vendors to be compiled;

**Action Item(s):** JoAnn Billak to post and pass out flyers; Hung to purchase supplies for projects.

**Agenda Item:** Speed bumps (type, number, location)

**Discussion:** Hung recommending hot mix asphalt (2' wide at landing/3" high/4-1/2' wide at base.

**Action Item:** Placement needs to be measured and reviewed. The exact number needs to be decided on.

**Agenda Item:** Parking/towing issues

**Discussion:** Have not been enforcing the "no tandem parking" policy. Need to raise awareness of that policy to be able to enforce it.

**Action Item:** Policy to be spelled out in next Newsletter.

**Agenda Item:** Social Committee

**Discussion:** Shirley Parsons would like to do something for July 4<sup>th</sup> in the neighborhood.

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

**Conclusion:** Tuesday, April 17, 2012, 6:45 p.m. at Jacinta's home.