

## Windsor Mews Board Meeting

Date of Meeting: 5/31/12  
Location of Meeting: Jacinta's home  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Hung Tran, Adam Lesser, Julie Emery

### Minutes

**Agenda Item:** Review and Approval of Annual Meeting (4/17/2012) Minutes.

**Conclusion:** Minutes approved.

**Action Item:** Julie to put in final form and forward to Vivian Whitestone and all Board Members.

**Agenda Item:** Tandem Parking/towing issues

**Discussion:** Have not been enforcing the "no tandem parking" policy. Need to raise awareness of that policy and also may require a special resolution to enforce. Should have Chadwick (attorney) and Fairfax County Police review pictures of two types of parking scenarios – one where they hang off of the driveway (blocking the sidewalk) and one where they park perpendicular to the end of the driveway which is in the roadway.

**Action Item:** Jacinta to have Chadwick and Police review the policy.

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

**Discussion:** Earth Day, April 22, 2012, was to be our clean up day. Due to the rain it was delayed to the rain date. The rain date was also rained out. Dan had already done the sanding of the iron rails to prepare for the clean-up day. The concern now is that the rails will rust. We should plan another day to paint the rails.

**Action Item(s):** Adam to contact Shirley Parsons re. setting up a day to do the painting. We will be asking for volunteers to handle the project.

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

**Discussion:** There were no resale inspections but there were several Arch. Reviews. Questions were raised about appropriate materials for decking and railings – both in terms of color and material.

**Action Item:** Jacinta to create a “cheat sheet” to be posted on the community website. This will cover all of the basic replacement issues with the idea of providing a good reference for residents.

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

**Discussion:** Resurfacing -- Adam brought a quote from Bishop and will send it out to board members. The quote is for repairing/skim-coating/re-painting of our court.

Security – Once court is resurfaced and a new door/lock is installed, owners will have to sign an agreement to get a key and be able to use the court.

**Action Item:** Need two other quotes on tennis court work.

**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.) Cost is approximately \$500-600 each and we may need 10 or so. Idea is to include a map with the next newsletter showing proposed placement of speed bumps and ask for feedback.

**Action Item:** Hung to review Placement -- needs to be measured and reviewed. Jacinta plans to include information/diagram in the newsletter and ask for feedback from owners.

**Agenda Item:** Newsletter Reminders

**Discussion:** Need to give some general reminders/Information in the newsletter:

- Clean up after your Dog
- Tennis Court – status
- ARC Mod. Forms must be submitted before changes are made
- Trash cans may not be left out days ahead of scheduled pick-ups.

**Agenda Item:** Tree on common area causing an issue on an owners' property.

**Discussion:** A homeowner has submitted that a tree on HOA common area is causing an issue to their fence and possibly to their foundation. They are asking that the tree be cut back or removed. The HOA would be responsible for removing it if this damage is being caused. The tree is in a Tree Save Area so the County will need to be involved.

**Action Item(s):** Jacinta to contact county to see if someone will come out to assess. We should look for an arborist that can assist us when these issues arise.

**Agenda Item:** CICB – Common Interest Community Board

**Discussion:** Effective July 1, 2012, new Virginia regulations will be in place which will add accountability and transparency to all HOAs in Virginia.

**Action Item:** Jacinta to include basic information in the upcoming newsletter re. the CIC law. We will also do a formal mailing to all homeowners re. the details of the new regulations and the formal complaint procedure.

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

**Conclusion:** Thursday, June 21, 2012, 6:45 p.m. at Jacinta's home.