

Windsor Mews Board Meeting

Date of Meeting: 7/25/12
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 Board Meeting (6/21/2012) Minutes.

Conclusion: Minutes approved.

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

Agenda Item: Review, approval and adoption of Resolution of Complaint Procedures per CICB.

Discussion: Resolution was reviewed; motion was made to approve by Adam and was seconded by Hung.

Conclusion: Resolution was approved and signed. All homeowners on record will receive a mailed copy. This will also become a part of the resale package.

Agenda Item: Review, approval and adoption of Resolution of Cost Schedule per CICB.

Discussion: Resolution was reviewed; motion was made to approve by Julie and was seconded by Adam.

Conclusion: Resolution was approved and signed. All homeowners on record will receive a mailed copy. This will also become a part of the resale package.

Agenda Item: Tandem Parking/towing issues

Discussion: Next steps will include: a Special Resolution; a mailer out to owners re. Policy and Special Resolution; posting a notice of Policy and Special Resolution at residences; and in-house policing by Board Members (for 30 days.) The Policy has also been covered in our most recent newsletter.

Agenda Item: Tennis court resurfacing/security

Discussion: Resurfacing -- Adam has a quote from Bishop; he has spoken with American Tennis on three occasions and has not received a quote from them; Metro Tennis is the third company and he has reached out to them and not heard back.

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. Adam will continue to try to reach the other companies and will document his efforts.

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

Discussion: Tabled until early Fall.

Agenda Item: Architectural Reviews & Resale Inspections.

Discussion: There were three resale inspections and no Arch. Reviews.

Agenda Item: Review of financials and decision to transfer funds to CD.

Discussion: Reviewed the Chart of Bank Rate information from Vivian Whitestone.

Conclusion: Jacinta to speak with Vivian re. moving 80% of funds to a Penalty free CD and the balance to a Money Market Account – all at VA Heritage Bank.

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. Information went out

in newsletter and we are awaiting resident feedback. Jacinta spoke with Fairfax County representative who recommended:

1. Placing of signs (speed limit/SLOW) in neighborhood
2. Collection of data (# of cars, etc.)
3. Treading carefully and documenting due diligence efforts of Board

Action Item: Board is still receiving and reviewing feedback from owners.

Agenda Item: Misc. Violations

Discussion: Board requesting that homeowner provide further information/documentation so Board may take action.

Agenda Item: Covenants Committee – next walk through.

Discussion: Planning a walk on August 12. Shirley and Freddy to do a “day” walk and Jacinta to do a “night” walk.

Agenda Item: Collections agency – Red Rock presentation?

Discussion: Dan may have additional information re. collection services. May use a hybrid approach to our collections and may try a “test case” with Red Rock to evaluate their methods/effectiveness.

Action Item(s): Jacinta to contact Vivian to schedule a presentation.

Agenda Item: Jacinta created a “cheat sheet” to be posted on the community website. This covers all of the basic replacement issues with the idea of providing a good reference for residents.

Discussion: Jacinta is continuing work on the “cheat sheet.” Dan is working with Hector regarding the Georgetown Shed Doors.

Action Item: Copy of “cheat sheet” to be provided to Covenants Committee so they are clear on latest standards.

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

Conclusion: Monday, August 20, 2012, 6:45 p.m. at Jacinta's home.