

Windsor Mews Board Meeting

Date of Meeting: 5/22/13
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 (4/23/2013) Minutes.

Conclusion: Minutes approved.

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

Agenda Item: Covenants Committee – review/actions and follow-up.

Discussion: On June 8, Shirley, Jacinta and Hung are planning to do a walk to focus on paint colors (shutters & front doors.) In terms of covenants violations, there are some residents who are “grandfathered” in for certain violations as they have approvals on file.

Action Item: Jacinta to prepare a “worksheet” of these grandfathered violations which will be useful for the covenants committee as they do their walks.

Agenda Item: Architectural Reviews & Resale Inspections.

Discussion: There were two resale inspections and one Architectural Review. Hung to get violation list as Step #1 of Resale inspection process in order to know of any pending violations.

Agenda Item: Social Committee – Spring Clean up Day (June 1, 2013) update & actions for board members.

Discussion: Rain date is June 2, 2013. Contest -- Front yards will be judged by a rep from Merrifield Garden Center. Gift cards from Home Depot and Merrifield Garden Center will be awarded as prizes to the winners. Fence Painting – need volunteers. Will have two shifts.

Action Items: Hung to get paint and trashbags. Dan to prep fence for painting. Food will be picked up.

Agenda Item: Curb painting and striping of parking spaces – review of bids and decision.

Discussion: Contract has been awarded to NoVa.

Action: Adam to get stencils from Bob. We need a stencil for handicapped spaces. Hung to ask NoVa if they have one.

Agenda Item: Tennis court resurfacing – status update. Lock/keys for tennis court.

Discussion: Work on court is underway. Bishops has recommended that we have some grading done around court to prevent water from pooling on court. The lock will be ordered from Bishops. Letter to go out to homeowners re. new tennis court policies and key procedure.

Action: Jacinta to speak with our landscaper re. grading work. We will need to handle the key distribution as a board.

Agenda Item: Board Resolution and draft agreement for tennis court use.

Discussion: Jacinta to have agreement from lawyer by Friday, May 24.

Agenda Item: Info. to update web site & newsletter.

Action: Include flyer for Spring Clean Up. Mention a note re. the Dog Clean Up Station that only the provided bags are to be used – big bags are too large and clog up the unit so bags may not be disposed of properly.

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

Conclusion: The next Board Meeting will be Wednesday, June 19, 2013, at 6:45 at Jacinta's.

Agenda Item: List of Projects for 2013.

Discussion: Projects and Status:

- Iron Fence Painting – Dan (and other volunteers) to go and cut back brush from fence line and do more sanding in advance of Spring painting day.
- Shutter and Door Paint Colors – Spreadsheet.
- Deck Colors – some clarification will need to be provided to homeowners regarding guidelines for allowable decking and railing colors.
- Costco expansion project is underway and we received our check from them as agreed. Julie to contact Costco Manager re. trash pick-up along Piney Branch.
- Roadway resurfacing or patching – we will patch up any areas that are in need and will hold off on resurfacing for this year.
- Trim tall trees near brick wall and at the back of the development – Valley Crest will look at trimming the tall trees; will spray for poison ivy; already mulched the tot lot; have to see if walking path was mulched; have agreed to change the trash liner at the tot lot on a monthly basis. Valley Crest Supervisor has been quite ill. Jacinta to walk the neighborhood with a new supervisor.
- Installation of speed bumps – type, number, location – tabled for now. May look at adding painted striped areas to encourage people to slow down. Will ask for quotes from curb painting companies.
- Trim branches of trees from common area brushing against decks/fences – Valley Crest will make a list of HOA trees and Private Property trees that need to be addressed.
- Storm water drainage basin (cleanup/follow up) – it is not our responsibility.
- Fix/repair bent street sign (Bideford/Winscombe) – Jacinta has asked for two different quotes but has not gotten anything back. She will check with Hector (Dan's contact.) Hung to check on hardware needed for project.
- Tot Lot Gate Repair – Julie has obtained information on parts/kit needed for repair from fencing manufacturer.

