

## Windsor Mews Board Meeting

Date of Meeting: 6/21/13  
Location of Meeting: Jacinta's home  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Hung Tran, Dan Shedd, Julie Emery

### Minutes

**Agenda Item:** Review and Approval of Board Meeting (5/22/2013) Minutes.

**Conclusion:** Minutes approved.

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

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

**Discussion:** There was one resale inspection and there were two Architectural Reviews.

**Agenda Item:** Social Committee – next Fence Painting Day

**Discussion:** Will need 10 volunteers for approximately 4 hours to complete scraping and painting of fence. Should be done in early morning.

**Action Items:** Jacinta to contact Rebecca re. setting date for next painting day.

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

**Discussion:** Contract has been awarded to NoVa and work is ongoing.

**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. Jacinta to check on lock status with Adam.

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

**Discussion:** Resolution was reviewed. Motion was made by Hung to approve; seconded by Julie. Resolution was signed by Jacinta, Julie, Hung and Dan. Jacinta to obtain Adam's signature as well.

**Agenda Item:** Tennis court keys – draft cover letter and actions for distribution of keys.

**Discussion:** Need to send out letter to homeowners re. how tennis court keys will be distributed. Fee may be paid by check only.

**Action:** Jacinta to draft a short letter. Jacinta and Adam to handle Key Distribution.

**Agenda Item:** Approve compensation for water use for tennis court.

**Discussion:** We need to reimburse homeowners (Shueys) who allowed their water to be used during tennis court improvements.

**Action:** Jacinta to request that a check be cut by Armstrong and mailed to Julie. Julie will write a thank you note from the HOA and deliver note with check to Shueys.

**Agenda Item:** Tot lot sign/post and other misc. sign post work.

**Discussion:** We need to order sign and post outlining Tot Lot guidelines. Also need to order the gate hardware needed to repair the Tot Lot gate. One guy to do all needed sign work at one time to save money.

**Action:** Julie to order the sign and post from Peachtree. Julie to order the gate hardware repair kit from Ameristar.

**Agenda Item:** Update on door/shutter colors.

**Discussion:** Hung, Shirley and Jacinta did a neighborhood walk focused on door and shutter paint colors. They have completed about 50% of the neighborhood and will do the next section soon.

**Action:** Need to set another walk date to complete neighborhood.

**Agenda Item:** Covenants Committee – status of inspection held June 15.

**Discussion:** The walk did not focus on deck, door or shutter colors. It did focus on light fixtures; exterior painting; weeds; and trashcans left out. One house has above ground cable running from the common area.

**Action Item:** Dan to take a picture of above ground cable and letter will go out to homeowner re. violating use of common area for personal use.

**Agenda Item:** Landscaping – status, updates.

**Discussion:** Jacinta walked the neighborhood with the landscaper:

- They need to trim trees up to 10' as part of contract.
- More trimming will need to be done which falls outside of contract.
- Some residents have trees on their property which need to be trimmed. Jacinta made a list and letters will go out to those homeowners.
- Landscaper noted that it is better to do the trimming in the early Fall (Sept. & Oct.)
- There is a dead tree at top entrance – outside the wall.
- They are going to transplant the forsythia to a more sunny, suitable spot.
- May need to have some watering done to maintain our entrance features. (\$60/hour – minimum of 2 hours.)
- Tennis court drainage ditch – work needed to preserve new surface of tennis court. Landscaper recommending a French Drain – expensive option.

**Action Item:** Hung to look at drainage options around tennis court.

**Agenda Item:** Info. to update web site.

**Action:** Nothing needed at this time.

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

**Conclusion:** The next Board Meeting will be Wednesday, July 24, 2013, at 6:45 at Jacinta's.

**Agenda Item:** List of Projects for 2013.

**Discussion:** Projects and Status:

- Deck Colors – some clarification will need to be provided to homeowners regarding guidelines for allowable decking and railing colors.
- 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. Trim branches of trees from common area brushing against decks/fences.
- Fix/repair bent street signs at entrances #3 (Bideford/Winscombe) and #2 (Thornbury/Bideford.)
- 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.

