

Windsor Mews Board Meeting

Date of Meeting: 7/24/13
Location of Meeting: Jacinta's home
Type of Meeting: Monthly Board Meeting
Board Members Present: Jacinta Mascarenhas, Hung Tran, Julie Emery

Minutes

Agenda Item: Review and Approval of Board Meeting (6/21/2013) Minutes.

Conclusion: Minutes approved with one change.

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

Discussion: Work on court is completed. Lock was installed and the 50 keys were delivered to us. Bishop's has recommended that we have some grading done around court to prevent water from pooling on court. Letter will go out to homeowners re. new tennis court policies and key procedure.

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

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

Discussion: Letter has gone out to homeowners letting them know how tennis court keys will be distributed.

Action: Jacinta, Adam and Julie to handle Key Distribution right away. Fee may be paid by check only – \$25.00 made payable to Windsor Mews HOA.

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

Discussion: All materials are ready for contractor installation.

Action: Eagle Contracting will be out in the near future to complete work.

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: Planning to set the next walk date for early September.

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. Letters went out for violations noted during this walk. Next walk should also note if residents have random items in their front yards (outside the guidelines.)

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. Adam to complete another night walk to note light fixtures that are out. Dan will then post those violations on doors.

Agenda Item: Info. to update web site.

Discussion: Tennis Court Resolution and Key Distribution information should be added to the website.

Action: Jacinta to draft something and send it to Dan for posting.

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

Conclusion: The next Board Meeting will be Wednesday, August 28, 2013, at 6:45 at Jacinta's.

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 (in the Fall.)

Agenda Item: Towing – we had a request from a resident for their towing fees to be refunded. They said they were unaware of the parking policies.

Discussion: We opted not to get involved as the towing company was following our policies.

Agenda Item: Landscaping – status, updates.

Discussion: Jacinta walked the neighborhood with the landscaper:

- They need to trim trees up to 12'.
 - More trimming will need to be done which falls outside of contract. Jacinta is going back and forth with contractor on what they will trim per the contract and what will be done for an extra charge. The current quote is \$2,660.
 - 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. Any HOA common area dead trees will be replaced in the Fall.
 - 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.)
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- 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: 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.
- 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.

