

## Windsor Mews Board Meeting

Date of Meeting: 8/28/13  
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 (7/24/2013) 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 were two resale inspections.

**Agenda Item:** Tennis court use & distribution of keys.

**Discussion:** There have been 9 keys distributed so far and all of the feedback has been overwhelmingly positive regarding the improvements to the court and its security.

**Action:** Key distribution will be ongoing.

**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 a morning in 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.) The window a/c unit was removed after violation letter went out.

**Action Item:** Next walk will be in Sept./Oct. timeframe.

**Agenda Item:** Decision on landscaper's proposal for trimming/pruning tall trees and trees over iron fence.

**Discussion:** Tree trimming will require that equipment be brought in. Removal of dead trees – proposal for \$3,300 was approved.

**Action:** Jacinta to let Valley Crest know their proposal was approved.

**Agenda Item:** Decision on proposal for tennis court drainage work.

**Discussion:** Questioning whether proposed drainage work will actually address our pooling water issue. Decision on proposal is tabled for now.

**Action:** Hung to take a look at the drainage issue.

**Agenda Item:** Social Committee – Fall Event

**Discussion:** Rebecca has not gotten a response to her email re. a Fall Event. We also need another fence painting day. 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:** 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, October 9, 2013, at 6:45 at Jacinta's.

**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.)

**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.

