

## Windsor Mews Board Meeting

Date of Meeting: 09/24/14  
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 (8/14/2014) Minutes.

**Conclusion:** Minutes were approved.

**Action Item:** Julie to send out Minutes in final form to Vivian Whitestone and all Board Members.

**Agenda Item:** Landscaping jobs for Summer 2014 – Status Update.

**Discussion:** Plan is to cut down the dead trees only. No replanting at this time. Jacinta and Dan to walk and mark the trees that will need to be cut down.

**Agenda Item:** Covenants Committee – Violation letters and notices

**Discussion:** Official letters are going out to several violators. One resident to receive a “Letter Without Hearing” for an ongoing, unaddressed violation. We need to add some Covenant’s Committee Members as we are facing some attrition.

**Action:** Appropriate letters will be sent out re. violations which remain unresolved.

**Agenda Item:** Re-painting curbs – proposal(s) and status update.

**Discussion:** Contractor has reached out to us regarding their underestimating of project and asking for our feedback as to how to proceed. We need to ask contractor for additional consideration given his significant underestimating of project cost.

**Action:** Jacinta to draft letter to NOVA Painting asking for consideration.

**Agenda Item:** Identification / Verification of front door colors.

**Discussion:** Hung and Jacinta have walked and Hung has prepared a spreadsheet.

**Action:** Hung and Jacinta to walk once more in order to add the elevations to the spreadsheet.

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

**Discussion:** There were two Resale Inspections and two Architectural Reviews.

**Agenda Item:** Social Committee

**Discussion:** Planning is underway for the Halloween event. \$330 has been invoiced so far for the previous two social events in 2014.

**Action Items:** Up to \$500 total was budgeted for three social events for the year - the Cleanup Day, the Block Party, and the Halloween event. After Adam's approval, those who have purchased items for these events and want reimbursement have to submit their receipts through Jacinta. Jacinta authorizes and forwards the receipts to FSR, who will issue the reimbursement checks and mail them directly to the individuals.

**Agenda Item:** Review & decision on Snow Removal contract for 2014-2015 season.

**Discussion:** Proposals from various snow removal providers were reviewed and VCI (our current provider) was awarded the snow removal contract for the upcoming season.

**Action:** Jacinta to contact VCI regarding acceptance of their proposal.

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

**Action:** The board meeting minutes will need to be posted.

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

**Conclusion:** The next Board Meeting will be on Wednesday, November 5, 2014, at 6:45 at Jacinta's home.