

## Windsor Mews Board Meeting

Date of Meeting: 3/11/15  
Location of Meeting: Jacinta's home  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Dan Shedd, Freddy Feliz, Julie Emery

### **Minutes**

**Agenda Item:** Review and Approval of Annual Meeting (1/28/2015) Minutes. (Official approval at Annual Meeting – January 2016.)

**Conclusion:** Minutes are being reviewed.

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

**Agenda Item:** Roles and Responsibilities of Board Members for 2015.

**Conclusion:** Jacinta will serve as President.

Hung will serve as Vice President and will handle Architectural Modifications and Re-sales.

Dan will serve as Member At Large and will assist with: Trash Removal / Snow Removal / Landscaping / Posting of Notices / Webpage.

Freddy will serve as Treasurer.

Julie will serve as Secretary.

**Agenda Item:** List of Projects for 2015.

**Projects / Discussion:**

- Roadway resurfacing or patching – Jacinta to follow up with Hung so he can get a quote

- Trim/prune tall trees, trim branches of trees from common area brushing against decks/fences – Dan to walk with landscaper to see what we might be able to do “in-house” in terms of the trimming and waterlogged areas.
- Clear development of brush / dead limbs / winter debris. We will evaluate need for sand removal after end of March and spring rains.
- Distribution of keys for tennis court – Jacinta issued Freddy 12 tennis court keys so he may distribute.
- Five year reserve/engineering study update (previous studies Dec 2005 and Dec 2010) – we can obtain some new quotes from firms that Vivian knows. Some of the engineering firms use different formulas so our reserves could be lower. We need to decide on a provider this summer so there is time to turn it around.
- Storm water drainage basin – cleanup / follow-up – Jacinta to call the County so maybe they will come back out. The hope would be that the County would ask Kimco to take care of the cleanup. In the meantime, Dan to work on the cleanup.

**Agenda Item:** Covenants Committee – walk-thru community (day/night) (specific issue with 4793 Thornbury deck).

**Discussion:** Freddy to do a night walk and send out an email to coordinate a day walk.

**Agenda Item:** Architectural reviews, resale inspections.

**Discussion:** 2 Resale Inspections and 2 Architectural Reviews.

**Agenda Item:** Parking / towing policy review.

**Discussion:** Existing policy is fine. Freddy’s info needs to be added to towing company database.

**Action:** Jacinta to call towing company to add Freddy.

**Agenda Item:** Social Committee – Spring Cleanup Day??

**Discussion:** Jacinta to reach out to Mike & Tina Foley to see what they may have in mind for this year’s Social Calendar.

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

**Action:** Jacinta to send some Dan to post any remaining Board Meeting Minutes from 2014 as well as information regarding the upcoming Annual Meeting. Dan to remove Adam Lesser's name and contact information from the HOA Contact List.

**Agenda Item:** Newsletter – date?

**Discussion:** Newsletter will go out in the May / June timeframe.

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

**Discussion:** Wed., April 29, 2015, at 6:45 p.m. at Jacinta's home.