

## Windsor Mews Board Meeting

Date of Meeting: 4/29/15  
Location of Meeting: Jacinta's home  
Type of Meeting: Monthly Board Meeting  
Board Members Present: Jacinta Mascarenhas, Dan Shedd, Freddy Feliz, Hung Tran, Julie Emery

### Minutes

**Agenda Item:** Review and Approval of Board Meeting (3/11/2015) Minutes.

**Conclusion:** Minutes were approved.

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

**Agenda Item:** Review of financials for first quarter Jan-Mar 2015.

**Discussion:** We do not have the financials yet. We do show that Snow invoices were \$12,500 in January and our snow budget for all of 2015 was \$10,000.

**Agenda Item:** Roadway resurfacing and/or patching – status update.

**Discussion:** Hung is working with the gentleman referred by Vivian. He has been out to review the job; has marked the potholes and alligator cracks. He has not provided the estimate yet.

**Agenda Item:** Hung to follow up on status of estimate.

**Agenda Item:** Trimming/pruning tall trees from the common area – proposal from landscaper – discussion and decision.

**Discussion:** Dan and Hung have trimmed a lot of trees in the neighborhood so there is no real need for any tree work at this time.

**Agenda Item:** Additional areas that need reseeding/aeration – proposal from landscaper – discussion and decision.

**Discussion:** Dan to reseed the area at the front of the neighborhood – near the bus stop. There is no real need for other reseeding at this time.

**Agenda Item:** Clear streets and parking areas of sand/winter debris – status update.

**Discussion:** Part of neighborhood was done. Jacinta to follow up with contractor to see when remainder of neighborhood will be completed.

**Agenda Item:** Tennis court lock/key issue – status update.

**Discussion:** Lock was repaired. We need to post a sign at the lock that says, “Insert key fully into lock – turn to left to open.”

**Action:** Julie to post sign.

**Agenda Item:** Distribution of keys for tennis court – any deposit checks?

**Discussion:** Have received some deposit checks for tennis court.

**Agenda Item:** Repair of light at front entrance – status update.

**Discussion:** The bulb was replaced and the light is now working.

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

**Discussion:** Freddy did a night walk. Julie and Chris to do a second night walk.

Freddy to coordinate a daytime walk.

We have noticed a lot of front steps that need to be power-washed. We will put something in the newsletter and then follow up with notices if not addressed.

We do have some Covenant’s violations that are also Fairfax County Zoning Violations – namely, stairs that are not set back 10’ from rear property line. We will do violation letters to those homeowners.

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

**Discussion:** 1 Resale and 1 Architectural Review.

**Agenda Item:** Five year reserve/engineering study update. (Previous studies Dec 2005 and Dec 2010.)

**Discussion:** We can reach out to some of the smaller firms that Vivian knows.

**Agenda Item:** Storm water drainage basin – cleanup / followup

**Discussion:** Dan will work on it – to remove the trash that is blocking the input in an effort to avoid a flood risk. Dan will contact Kimco to encourage them to take care of their issue.

**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:** Dan has everything posted at this time.

**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., June 17, 2015 at Jacinta's home.

## 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.