

Windsor Mews Board Meeting

Date of Meeting: 11/10/15
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 Board Meeting (9/23/2015) Minutes.

Conclusion: Minutes were approved.

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

Agenda Item: Sinkhole – status update.

Discussion: Hole in the roadway near the tot lot is a sinkhole and Fx. Co. needs to come out to evaluate. The storm sewer pipe connects two catch basins. Idea of placing a cone at site to mark the hazard was proposed. Reserve study representative also stressed that it is a liability issue.

Action Item: Dan to call the Fx. Co. Storm Sewer Section and will call again. He will document the calls. Dan will look for a cone to mark the hazard.

Agenda Item: Covenants Committee – follow-up inspection to see who has complied with notices and who has not. (There is a specific issue with 4793 Thornbury deck.)

Discussion: Covenants Committee members performed a follow up walk to see who has complied and who will need a letter. Deck at 4793 Thornbury is not in compliance with Fairfax County setback regulations.

Action Item: Dan will post notices. Jacinta will compile a composite list of violations and will look into the non-compliant deck issue.

Agenda Item: Violation letters/notices

Discussion: Notices were posted for May and July violations but letters were not sent out due to cost considerations. Violations that are not addressed may result in letters being sent out. Covenants committee members are urged to provide detailed action items in their notes from walks so that Vivian and staff may send out letters with specific requests.

Agenda Item: Architectural reviews, re-sale inspections.

Discussion: 2 Re-sales and 1 Architectural Review.

Due to Hung's impending move, it was decided that a re-sale inspection checklist would be helpful for board members who will take on the Re-sale Inspections and Architectural Reviews.

Action item: Hung to create a checklist for processing re-sale inspections. Dan to take on the primary re-sale inspection role.

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

Discussion: GJB performed the study:

- Our roads have 1-2 years (max) of useful life remaining. It was recommended that an engineering firm put together specs for the resurfacing bid before we bid it out. Possible timeline would be Specs in 2016 and Road Work in 2017.
- Recommendation was made to replace tot lot equipment with composite equipment over the next few years.
- Once the Reserve Study is published, new (ONLY NEW RESIDENTS???) residents will receive a copy and Dan will post on the HOA website.

Agenda Item: Landscaping projects for all (Trim dead trees? Turf renewal? Any other issues?)

Discussion: No issues at this time.

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

Discussion: Two new keys have been distributed for tennis court.

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

Discussion: Tentatively scheduled for Wed., January 20, 2016 at First Service Residential.