

Windsor Mews HOA Board Meeting

Wednesday, March 15, 2017, 7:00 pm

Board members present: Jacinta Mascarenhas, Freddy Feliz, Joe Trefilek
Board members absent: Dan Shedd, Rajesh Arora
Others present: None

Minutes

The meeting was called to order at 7:10 pm.

1. Review and approval of annual meeting (1/25/2017) draft minutes.

Discussion: No concerns were raised regarding the draft minutes.

Actions: Board members who have not done so will review the minutes and provide feedback to the board as needed. The minutes will be formally approved at the January 2018 annual meeting.

2. Roles and responsibilities of board members for 2017.

Discussion: A brief overview of the roles was shared, as well as the feedback provided in advance of the meeting by those members not present. Following this discussion, the following role assignments were agreed upon:

President	Jacinta Mascarenhas
Vice President	Joe Trefilek
Secretary	Joe Trefilek
Treasurer	Freddy Feliz

3. Identification of landscaping jobs for spring/summer 2017.

Discussion: Concern was raised regarding the impact the unusually warm winter and late-season snowstorm will have on the scope of needed landscaping projects this year. While the board members have observed some significant impacts in the area (downed trees, etc.), the impact to the community appears to be fairly minimal at this time.

Actions: Over the coming weeks, the board members will observe and report any landscaping issues or other items to be addressed. These will be communicated to the landscaping company, who will also perform an assessment.

4. Identification of covenants committee lead and requirements for consistent enforcement for the year.

Discussion: The importance of consistent, regular covenants inspections was stressed along with the goal of increasing the frequency this year. Because of his previous experience with the role, Freddy was selected as the covenants committee lead.

Actions: Freddy will seek out and contact others in the community to assist with the covenants inspections and ensure that they are done regularly throughout the year.

5. Architectural reviews and resale inspections

Discussion: Due to their prior experience conducting architecture reviews and resale inspections, it was decided that Dan and Jacinta will perform these duties throughout the year.

6. Social Committee

Discussion: The board recognized the work done by Tina and Mike Foley on the social committee and expressed interest in having them continue in that role. A number of past events were reviewed as well as some additional ideas for events, including a Spring Cleanup Day.

Actions: Jacinta will contact Tina and Mike to gauge their interest in continuing to lead the social committee. The board will review the budget available for social events for the year.

7. Community website content and management

Discussion: It was decided that Joe will lead the effort to update the website as needed. Content will be regularly provided by all board members.

Actions: Joe will reach out to Ed Buhain regarding the technical aspects of the website. Board members will provide content and suggest changes as needed.

8. Tennis court keys and rules.

Discussion: The need to reevaluate the tennis court rules and the communication thereof to ensure fair availability for the entire community was discussed. In addition, changes to the procedures concerning the distribution of keys were proposed.

Actions: Jacinta will lead the effort to review the current rules and communication methods (e.g. signage).

9. Newsletter.

Discussion: The next newsletter was tentatively scheduled for May or June.

Actions: Jacinta will lead the effort to create the newsletter.

10. Next board meeting.

Discussion: It was decided that the next board meeting will be held Wednesday, April 19 at 7:00 pm at 12206 Tenbury Terrace.

Actions: The board will confirm availability of the members not present and communicate the scheduled meeting to the wider community.

11. List of projects for 2017.

A. Need for an update to the HOA dispute resolution process.

Discussion: Due to changes to Virginia state law, the dispute resolution process will need to be updated.

Actions: Jacinta will work with the HOA's legal counsel to produce a revised resolution process, which will then be reviewed by the board and communicated to the owners.

B. Roadway resurfacing or patching.

Discussion: The roadway is approaching its projected useable lifespan and the recommendation was made two years ago to replace it by 2020. Following discussion of the variety of considerations for such a significant project (financial, impact to the community, concerns around ensuring proper execution), it was decided that the project would be deferred an additional year. In the meantime, a subcommittee will be formed to research the process and impacts of the project, evaluate options, communicate with the owners and other stakeholders, and in general oversee the project to completion.

Actions: Jacinta will begin the process by reaching out to resources that have been consulted in the past and some that may have useful insights in the process. Regular updates will be given at future board meetings and the subcommittee scope will be expanded as needed.

C. Tree trimming and clearing of brush and winter debris

Discussion: The board will work to engage the landscaping company to review and address any needed tree trimming and debris cleanup.

12. Updates regarding neighboring development projects.

Discussion: Freddy recently attended county meetings concerning the two proposed developments bordering the community (one near Expectation Church, the other on the current Merrifield Garden Center storage lot) and shared an update. The board decided that they should continue to monitor and participate in future meetings related to these projects. Further, due to the potential impacts to the neighborhood, it was decided that the board will make more of an effort to inform the community of these updates and encourage participation in related public meetings.

These minutes were approved by the board at the April 19, 2017 meeting.