

Windsor Mews HOA Board Meeting

Monday, March 25 2019, 7:00 pm

Board members present: Jacinta Mascarenhas, Joe Trefilek, Jennifer Anderson, Shahin Bahadori, Kamran Zendehtel
Board members absent: None
Others present: None

Minutes

1. Review and approval of the minutes of the annual meeting held February 25, 2019

The minutes were approved and will be made available on the website and to the management company.

2. Report on resale inspections and architectural modification applications.

There has been 1 resale inspection and 1 architecture modification since the last meeting.

3. Road resurfacing

The Board reviewed and approved the RFP that will be sent to subcontractors by the engineering company. They discussed the execution plan and operational steps necessary to implement the project. Board members will help to ensure neighbors are informed through mail, signage, and door postings. The Board will evaluate options for handling trash pickup during the project and will meet with Home Depot and Costco management to discuss the possibility of using their parking lots for guest parking.

4. Tennis court cleaning

The Board contacted the community landscaper to clean the tennis court. They indicated that they will complete the job within the next 1-2 weeks.

5. Tot lot inspection

The Board inspected the Tot lot's equipment and replaced several screws that were in bad shape. They also made some small holes in the last part of the slide to ensure drainage and discussed the lack of mulch inside the tot lot, highlighting the stormwater problem that moves mulch to corners.

6. Legal clarification on short term rentals and businesses

The Board called the HOA's lawyer about both issues and she is waiting for their response.

7. Landscaping jobs

The Board talked to the landscaper and they are working to set up a walkthrough time. They also explained about the flooding problem in the common area north of Tenbury and will evaluate the best option for the problem. It was also indicated that some walkways are damaged by tree roots. The Board agreed that the roots must be removed, which either will be done as part of resurfacing contract or by the

landscaper. In both cases, an arborist will be consulted to ensure minimum tree damage. There was also a complaint by a neighbor about a dead tree and its removal. Jacinta indicated that she visited the tree and she believes that the tree is alive and it is in dormancy.

8. Covenants committee update

The covenants committee lead indicated that they will inspect homes around mid April, assisted by other members. The inspection results will be sent for review and communication with neighbors in violation of HOA rules. Communication will be standardized using clear messaging and the Board will also will follow with neighbors that stayed in violation after several past notices. .

9. Social Committee Updates

Jennifer will organize a spring cleanup event to get the community involved in improving the appearance of the common areas. The cleanup day is on April 20th and she will post a flyer a few weeks prior. The interested neighbors will join her to clean the neighborhood and surrounding areas.

10. Newsletter and other communications

Joe indicated that we will have two newsletters in the next few months. The first newsletter will focus on resurfacing and will inform the neighbors about the project and what they need to do. The second newsletter will go out in mid summer and will include recent community projects as well as future social activities. Each board member agreed to contribute about the areas she/he is working on.

11. Entrance light fixtures

Jacinta explained that light fixtures are working and no replacement is necessary for now.

12. Parking

The Board agreed that lack of space in guest parking areas and tandem parking are problems that need attention. All board members agreed to have more towing enforcement and will discuss with the towing company to increase inspections. Further, the Board agreed to study other potential solutions (time limits, guest vehicle registration, hang tags and the best means for enforcement) for guest parking problems to ensure residents first use their parking spots before using the guest parking area. The board also agreed that Tandem parking is not acceptable and towing should be enforced. It is agreed that there is no need for prior notice before towing.

13. Other topics

None

14. Next meeting

The next meeting will be scheduled following receipt of roadway project responses from the subcontractors..