

Windsor Mews HOA Board Meeting Minutes

Present: Joe Trefilek, Jacinta Mascarenhas, Shahin Bahadori, Kamran Zendeheel, Jennifer Anderson

Absent: None

Monday, November 7th, 7:00 pm

1. Approval of previous minutes

Last meeting minutes was not provided in advance and it was decided that they will be reviewed and approved via email.

2. Arch mod and resale inspections

Since the previous meeting there were 0 resale inspections and 1 architectural modification.

3. Q2 and Q3 financials

The 2019 Q2 and Q3 financials were discussed, with no concerns.

4. Snow removal bids

The Board have received 4 snow removal bids and are awaiting 1-2 more. A special meeting will be held to make a decision.

5. Proposed 2020 Budget

The Board discussed the budget for 2020. In light of service price increases and the need replenish the reserves, the Board decided to increase the quarterly HOA dues by \$10 \$300.

6. Covenants update

The Board will review the latest inspection report before sending out the violations. Homeowners with minor shutter violation (shutter color is close, but it is not exact) will receive a violation note, which informs them to fix the problem before their home sale.

7. Landscaping walkthrough summary

Jacinta had a walkthrough to review dead tree removal proposal received from our landscaper. She added three more dead trees. The proposal was conditionally approved by the board, if the requested budget by the landscaper stayed under \$9,000.

8. Landscaping proposals

The Board decided to ask the landscaper to plant some flowers in all three community entrances. The proposed cost (\$850) was approved by the board.

9. Landscaping bids for 2020

The landscaping RFP was sent to 8 companies. The Board will follow up of those which did not provide enough information and will make a decision in the special session later this month.

10. Management company letter

FirstService Residential sent a letter ending our existing contract unless the Board agrees to the terms of an updated financials-only contract. The Board will discuss internally, with FSR, and our

legal counsel to identify any concerns with the new proposal. In addition, the Board decided to treat this action as a completely new contract for which other bidders will be evaluated.

11. Annual meeting 2020

The Board noted that preparation for the 2020 Annual Meeting will begin in the coming weeks.

12. Roles for next year

Jacinta notified the Board of her intent to resign from the Board for 2020. Other board members indicated that they hope to have Jacinta's support through next years as she has plenty of experience and knowledge.