

Windsor Mews HOA Board Meeting

Thursday, June 25, 2020 - 7:30 pm

Present: Joe Trefilek, Salman Saeed, Shahin Bahadori, and Kamran Zendehtdel

Absent: Jennifer Anderson

Agenda

1. Opening
 - a. Review and approve minutes of the April 30, 2020 meeting.
The minutes were approved without additional corrections.
 - b. Resale Inspections and Architecture Modifications:
There were 3 architectural modification requests and 3 resale inspections since the last meeting.
2. Review Q1 Financials
The Board is still waiting to receive the documents from the management company. Once they are received, the Board will review and discuss any concerns over email followed by formal approval at the next meeting.
3. Covenants Update
The latest round of inspections has completed, and notices will be posted within the next week. A few items will need further investigation to confirm whether they are violations.
4. Landscaping Projects
The landscaping company completed the work on the entrances, replacing a few plants that did not take hold. One of the Board members has been watering the plants on dry days to prevent the issue going forward. A walkthrough of the neighborhood with the landscaping company is planned to discuss the next round of tree trimming and removal, including concerns recently raised by a couple owners.
5. Newsletter:
Potential topics for the upcoming newsletter were discussed, including trash and recycling collection, parking, and how to go about getting a new roof. Other topics will be discussed and authors assigned outside of the meeting. We are targeting late July or early August to send the newsletter to all households. The Board decided to go with a company that will handle both the printing and mailing, as was done last year.
6. Reserve Study Bids:
A reserve study is completed every 5 years to identify major expenses and projects over the next 5 years and ensure that the Association maintains sufficient reserve funding to cover significant costs in that timeframe. For performing the 2020 reserve study, the Board will solicit bids from at least 3 engineering companies, to be reviewed at the next meeting.
7. Road Signage Replacement & Repair:
Many signs in the neighborhood are dirty, damaged, or otherwise need maintenance. The Board will conduct a survey of all signs and identify those which need cleaning, replacement, or repair and calculate the cost and labor required. With this information, the necessary actions will be taken over the coming months.
8. Tot Lot Gate Hinges:
The gate hinges arrived, and the tot lot gate will be fixed within next few days.
9. Website Update:
The Board will work to move the existing website to a newer platform and consider other changes to improve the user experience.

10. Tot Lot Equipment Cost Estimate:

The Board is interested in replacing the tot lot equipment and revising the landscaping. To better gauge what is needed for this, they will be contacting vendors regarding the process and considerations for such a project, as well as an estimate of cost and schedule.

11. Revisit American Disposal recycling/trash bin proposal:

The Board reconsidered a proposal from American Disposal to provide each household with a 64 gallon trash bin and a 64 gallon recycling bin. While the Board was generally in favor of equipping each home with closed bins and the cost seemed reasonable, there were concerns regarding storage of the bins. Therefore, it was decided that the Board will contact the company to evaluate other options, if any.

12. Parking:

The board decided to communicate with towing company and seek their advice for our parking problem.

13. Next meeting date/time:

The meeting was tentatively scheduled for Thursday, July 16 at 7:30 pm.