

## **Windsor Mews HOA Board Meeting**

Wednesday, July 22, 2020 - 7:30 pm

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

**Absent:** None

### **Minutes**

#### 1. Opening

- a. Review and approve minutes of the June 25, 2020 meeting.

The minutes were approved without further modification.

- b. Resale Inspections and Architecture Modifications

There was 1 resale inspection and 4 architectural modification requests since the previous meeting.

#### 2. Review Q1 Financials

No concerns were raised. The Board noted that one of the CDs will be maturing in September.

#### 3. Covenants Update

First notices for the recent inspections will be posted within the next week.

#### 4. Landscaping Projects

The Board tentatively approved proposals 2912, 3089, 3090, 3091, 3092, 3093, and 3094 from the recent walkthrough with the landscaping company, pending a few questions not impacting the scope.

#### 5. Newsletter

The Board identified authors for the newsletter sections and continue to work on creating content.

#### 6. Reserve Study Bids

The Board solicited bids from 4 engineering firms and received 3 in response. After discussion, GJB Engineering, Inc. was selected based on price, overall experience, and their knowledge of the neighborhood.

#### 7. New management company contact

With the execution of our new contract with FirstService Residential, our primary point of contact has changed.

#### 8. Road Signage Replacement & Repair

In the interest of time, this topic was tabled to the next meeting.

#### 9. Website Update

The Board is continuing to work on an updated version of the website.

#### 10. Tot Lot Equipment Cost Estimate

The Board has reached out to two companies to get an approximate cost for planning purposes. It was decided that any decision to proceed with the project will need to wait for the new reserve study to be completed.

11. American Disposal recycling/trash bin proposal

In the interest of time, this topic was tabled to the next meeting.

12. Parking

The Board reached out to the towing company and, following notice in the newsletter, will direct them to step up enforcement of the parking regulations.

13. Next meeting date and time

The next meeting was tentatively scheduled for August 19.