
WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, May 19, 2016

Location: 2102 Green Watch Way, Unit 300, Reston, VA 20191

Attendees – Board members, Management, Community, Vendors

	Name	Position
X	Eric Orr	President
X	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
X	Gavin Wright	Secretary
	Vacant	At Large
X	Loree Rusk	Asst. Property Manager, Horizon Community Services
X	D'Orsay Ripple	11612 Windbluff Court
X	Judith Amstutz	11616 Ivystone Court, #201
X	Lila Lewis	11616 Ivystone Court, #100

Board votes approved unanimously via email prior to the month meeting

- On May 3, the board unanimously voted to approve replacement of one sliding patio door on front of 11618 #300. Contractor is Thompson Creek; specs are the same as other approved windows/doors in Woodwinds (e.g., frame is same dimensions as original, color is bronze).
- On April 28, the board unanimously voted to approve Elizabeth Leddy's request to replace back windows and doors at 2114 #101 GWW following the specifications stated in the Architectural Change Request form re-submitted on April 20, 2016.
- On April 28, the board unanimously voted to accept the payment plan for 11601 WBC, dated April 19, 2016, to pay \$1,000 immediately and then \$50/month, beginning May 1, 2016, to reduce the remaining \$1,153 delinquency.

- On February 27, the board voted unanimously to approve the Architectural Change Request submitted by Frank and Eileen Talbert on February 18, 2016 to replace windows and doors in their unit. The application is for all windows and glass doors but states that the initial (immediate) request is for the 2 front sliding doors and side bathroom window. NOVA Installations has done work in Woodwinds before and has been approved by the board as a "fast-tracked" contractor.

Meeting called to order by Eric Orr at 7:04 p.m.

Approval of Minutes

Teri motioned to approve March meeting minutes as amended, Patrick second. All approve.

Community Concerns

Lila Lewis, 11616 ISC #100

- Has used her neighbor's (11616 ISC #301) parking spot for years. Would like to move her parking spot closer to the front door of 11616 ISC.

Judith Amstutz and D'Orsay Ripple

- Landscaping issue of 11608 and 11610 WBC.
 - Presented quote from Blade Runners
 - Board needs more information to make a vote on the proposals. Vote delayed until next board meeting once information can be gathered.
 - What is the "border" that is described? Why does the unit need one?
 - Why sod vs. grass seed?
 - Only 2 proposals have been gathered, normally the board makes decisions on spending community funds with 3 quotes.
- Teri will e-mail the current Blade Runners contract so Judith and D'Orsay will review and provide feedback.

Report of Officers

President's Report

No report.

Treasure's Report

- Question on Income/Expense statement. \$350 charge needs to be moved to audit/tax prep.
- Also, has Sentry reviewed our taxes? If so, Teri can sign the taxes return.
- Teri motion to direct Sentry to transfer \$100,000 from CAB reserve money market account (which current has \$265,136.06) to the bank with the best interest rate. Patrick second, all approve.

Manager's Report

No report.

Calendar Review

Draft Newsletter

- Eric will update and send it out to the board for review

Old Business

- Reserved Parking
 - Proposal to move the following parking spots:
 - Move parking space 11614 ISC #101 to parking space 11614 ISC #100
 - Move parking space 11614 ISC #100 to parking space 11616 ISC #301
 - Move parking space 11616 ISC #301 to parking space 11616 ISC #100
 - Move parking space 11616 ISC #100 to parking space 11614 ISC #101
 - This move is to accommodate a resident that has a letter from a doctor that states she needs to walk less and needs a closer to spot to the front door of the building of her unit. Additionally, the current resident also has handicap hangtag.
 - Eric motion to approve the moving of parking spots. Teri second. All approve.
- Balcony Renovation
 - Teri working on a list of 25-30 balconies to be renovated. Needs to compare reserve balance to number of units the need to be renovated. Once we have a determination funds left reserve, we can begin work on the maximum number of balconies that our finances allow. Teri thinks she can have it ready to be reviewed by

the June or July meeting. Balcony renovation is a long process and work won't start for another 6-9 months.

- Carport Renovation
 - Not only do the shingles need to be replaced but the sub plywood also needs to be replaced on a number of different carports. At this point, we can still continue to wait and do spot repair. When the community has funds to replace all carports roofs, we will do so.
- Updating Governing Documents
 - Defer for later discussion.
- Reserve Study Preparation
 - Board needs to reach out to PM Plus for assistance in the reserve study.
 - New reserve study needs to be completed by January 2018.
 - Board needs to address include what projects need to be undertaken that are in addition what PM Plus comes up for the reserve study.
- Attic Insulation: 2108 GWW #300
 - Unit owner is not returning phone calls to Sentry Management about getting the insulation contractor into her unit to review her ceiling to be replaced.
 - Board recommends unit owner move property into a single room, or they can rent a "POD" to move the property.
 - If unit owner does not respond, the board will need to explore legal ways it can accomplish completing the work.

New Business

- Kiddco Water Heater Maintenance
 - Teri motions to approve Kiddco proposal to conduct water boiler maintenance in the total of \$2,880. Teri amended proposal to include total number of water heaters, their locations, total \$ amount for the project, and a date by which work should be completed. Patrick second, all approve.
- Foundation Leak - Foundation Experts
 - Proposal to excavate and waterproof the foundation to 2114 GWW #100 in the amount of \$6,750. Teri motion to approve, Eric second. All approve.

- Proposals for Paving and Striping
 - Board needs to review 2 proposals that have been submitted and come up with questions and a communications plan for the community.

Action Items

- 13493 - Dryer Vents - Awaiting more proposals
- 13592 - File Taxes - Teri will review and sign.
- 13688 - Kiddco bids for boiler maintenance - Closed.
- 13767 - Incorporation question. Sentry will provide the most recent 2 filings to Teri.
- 13849 - Paving and striping - Board deferred for a week.
- 13852 - Gas Line to Weavers - Mr. Weaver has a form that needs to be completed.
- 13927 - Attic Insulation - Waiting on last unit owner to clear rooms so new ceiling can be installed.
- 13928 - 11600 ISC Ceiling Repairs - Completed.
- 13929 - 11602 and 11604 ISC - Caulking of balcony sliding doors has been completed.
- 13932 - Repair lights on GWW - Closed. All lights working now.
- 13973 - Globe cleaning quote - Still need 2 more quotes.
- 13974 - Trash Quotes - Still working with Sentry.
- 14011 - 11616 ISC #100 - Broken handle fixed. Closed.
- 14014 - Covenants walk through - Completed.
- 14015 - 2106 GWW #301 Balcony repair - Cutting Edge quoting to make minimal repairs.
- 14016 - 2122 GWW #301 Balcony repair - Cutting Edge quoting to make minimal repairs.
- 14017 - Grass cutting behind garden condos - Still occurring.
- 14018 - Battery Replacement in Smoke Detectors - Still waiting on 2 more quotes.
- 14019 - 11608 ISC Sidewalk repair - Closed. New action item 14057 that covers all concrete and sidewalk repair.
- 14020 - Lila Parking Space - Request approved. Opening new action item, implement new parking assignment.
- 14021 - Wooden caps on stair rails - All completed. Closed.
- 14022 - 2100 GWW #301 Balcony repair - Resident knows they will be on the next "round" of balcony repairs.
- 14023 - Noise violation at 2116 GWW #201 - Letter sent. Closed.
- 14024 - 2122 GWW - Sentry coming to fix.

- 14029 - 11622 ISC drainage - Kate will send a proposal.
- 14030 - 11620 ISC drainage - Kate will send a proposal.
- 14057 - Community Concrete Work - Sentry is obtaining bids for various concrete work around the community. It appears that the paving/resurfacing proposals cover the sidewalk concrete work but of the 3 proposals, only 2 contractors mention sidewalk concrete replacement and they are a) for different square footage and b) not identified by location.
- 14058 - 2114 #101 - Signed foundation proposal. Keep Action Item open until it's completed.
- 14060 - Cleaning Closets - Sentry is going to take on this work of cleaning the water heater closets in the garden condos.

Executive Session

No session.

Adjournment

Eric motions to adjourn at 9:29 p.m. Teri second, all approve.

Date of Next Meeting

The next meeting is on Thursday, June 16, 2016 at 7 p.m. 2102 Green Watch Way, Unit 300.