
WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, June 23, 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	Peter Sarandinaki	11613 Windbluff Court
X	Linda Parkes	2116 Green Watch Way #101

Board votes approved unanimously via email prior to the month meeting

- None.

Meeting called to order by Eric Orr at 6:59 p.m.

Approval of Minutes

Eric motioned to approve May meeting minutes as amended, Patrick second. All approve.

Community Concerns

Linda Parkes, 2116 Green Watch Way, #101

- Condensation Pipes leaking issue. Kiddco coming out tomorrow to take a look at her unit and will identify the source of the leak. Kiddco will also have to get into unit #201 to see what repairs were completed in the unit to the common condensation pipes.

Report of Officers

President's Report

No report.

Treasure's Report

No report.

Manager's Report

No report.

Calendar Review

Draft Newsletter

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

Old Business

Gay Bridges Ceiling Fix/Insullation Completion

- Board will offer Gay to pay for a "pod" and moving the contents of her 2 bedrooms to the "pods" and from the pods to the bedrooms once the ceiling has been repaired and insullation has been installed. Gay will be responsible for all hotel nights as a result of the repair. Teri motion, Gavin second. All approve.

Globe Cleaning

- Teri motion to accept Ultra bid to clean globes for the amount of \$2,140. Eric second. All approve.

Balcony Repairs

- Teri will work on those to be ready to start those projects in the near future.

Adjusting Parking Spaces for residents at 11616 Ivystone Court

- Sentry: Get quotes to "re-stripe" the new parking spots.

New Business

Kate Davidson Waiver Form

- Eric signed waiver form for Kate Davidson's landscape company.

Architectural Change Request (ACR) for 2112 GWW #301

- Teri motions to approve ACR to replace the windows at 2112 GWW #301's 2 bedrooms. Eric second. All approve.

Dryer Vent Proposals (cleaning and replacement)

- Teri motion to accept Potomac Services quote in the amount of \$11,492.85 to clean all dryer vents and replace all exterior flaps with new hardware to prevent intrusion. Eric second. All approve. Sentry will coordinate with Potomac Services a schedule to clean all the units.

Paving Proposals

- Review of proposals
 - VA Stripping - Immediate disqualify. Not giving a solution to our asphalt project. However, they do give a good estimate for a one coat seal coat and stripe of the property.
 - Finley - Pros/Cons, but doesn't address the problem.
 - Brothers - Pros/Cons, but doesn't address the problem.
 - Dominion - Pros/Cons, but doesn't address the problem.
 - Teri motions to accept a bid of "not to exceed" \$3,500 to hire Alex Sarandinaki to conduct a pavement assessment and build and RFP to replace/repair all asphalt and concrete. Eric second. All approve.
 - Note: The Board also needs to find a Geotek firm to do analysis of the soil and other aspects of the property. This will ensure we get a quality asphalt replacement.

Trash and Recycling Collection Quotes

- Teri motions to approve the bid from American Disposal Services Inc. in the amount of \$16,243.20 over 5 years. Eric second. All approve. Republic Services contract ends on Sept. 2, 2016. Sentry will coordinate the change.

Battery Replacement

- Sentry needs to reach out to Tri-State for updated quote.

Fire Extinguisher Service

- Sentry will get them serviced. Sentry add it to calendar for the board. For future changes.

Teri moves to appoint Peter Sarandinaki to the board to the "At Large" position

effective immediately. Eric second. All approve. Peter will not be able to attend the July meeting.

Action Items

- 13493 - Discuss in New Business.
- 13592 - Closed. Taxes form has been signed.
- 13849 - Board has the quotes for paving. Discuss under New Business.
- 13852 - Washington Gas pipe install behind Green Watch Way. It is in Washington Gas hands, need 30-60 days for a resolution.
- 13927 - Gay Bridges entry to fix the ceiling. Discuss in Old Business.
- 13973 - Globe cleaning quotes. Voting in Old Business.
- 13974 - Trash Quotes. Addressed in New Business.
- 14015 - Balcony repair. Cutting Edge repaired the balcony.
- 14016 - Balcony repair. Cutting Edge repaired the balcony.
- 14018 - Battery Replacement. Will be addressed under New Business.
- 14019 - Sidewalk repair at 11608 ISC. Close this out and refer to new action item named Community Concrete Repair.
- 14022 - Balcony repair. Cutting Edge repaired the balcony. However, pending closure.
- 14024 - Siding on carport. Completed and closed.
- 14029 - 11622 Drainage issue. Kate is going to be sending us proposals.
- 14030 - 11620 Drainage issue. Kate is going to be sending us proposals.
- 14057 - Community Concrete Repair. Sentry still obtaining quotes. Should be ready by next board meeting.
- 14058 - 2114 GWW #101. Trench was completed.
- 14060 - Sentry is coming out to take care of the closet cleaning.
- 14092 - Covenant Letters. All sent out. Residents are calling and trying to fix identified issues.

Executive Session

No session.

Adjournment

Eric motions to adjourn at 9:32 p.m. Gavin second, all approve.

Date of Next Meeting

The next meeting is on Thursday, July 21, 2016 at 7 p.m. 2102 Green Watch Way, Unit 300.