
WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, July 21, 2016

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

Attendees – Board members, Management, Community, Vendors

	Name	Position
X	Eric Orr	President
	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
X	Gavin Wright	Secretary
	Peter Sarandinaki	At Large
X	Loree Rusk	Asst. Property Manager, Horizon Community Services

Board votes approved unanimously via email prior to the month meeting

- None.

Meeting called to order by Eric Orr at 7:02 p.m.

Approval of Minutes

Teri motioned to approve May meeting minutes as presented, Eric second. All approve.

Community Concerns

None.

Report of Officers

President's Report

No report.

Treasure's Report

- Financials are “not acceptable” as they are presented in the board packet.
- New format needs some changes.
- Teri will have to go through all the invoices for the year. There's some miscoding that's taking place that needs corrected so the board can accurately track Woodwinds expenses.
- There are some inconsistencies with the Dominion billing statements that need to be investigated.
- Also need a summary sheet of account names, purpose and balance.
- Would like to know the yield on all bank accounts.

Manager's Report

No report.

Calendar Review

No review.

Old Business

- Quotes from Kate Davidson.
 - Various landscaping work at Windbluff Court. Eric motions to approve the quote of \$2,635 by Kate Davidson, with timing to be negotiated. Gavin second. All approve.
 - Thrive proposal. Removal of 6 trees on property. Board needs further discussion with Kate.
- Sentry. Follow-up on proposal to place shrubs around electoral boxes.

New Business

- Beverly Greenblatt, 2112 #301. Sentry needs to get the Kiddco statement of work and findings when they visited the unit and send it to the insurance company.
- Authorized Signers for the Capital One Account. Teri motions to assign Teri Jaeger, Dave Ciccarelli, Entela Vangjeli as authorized signers to the Capital One account, Gavin second. All approve.

- Board is vacating the use of the Yahoo Group, and using the Google Group only moving forward. Teri will disband the Yahoo Group.

Action Items

- 13852. Gas line to the Weavers. Washington Gas has all info and they will be installing the gas line in the next 30 days.
- 13927. Attic Installation. Sentry is coordinating the effort currently.
- 14018. Still waiting for updated quote from Tri State.
- 14022. Balcony Repair on 2100 #301. Pending closure based upon when RFP for balcony repairs go out.
- 14029. Drainage issue at 11622. Waiting for proposal that should arrive before the August meeting
- 14030. Drainage issue at 11620.
- 14057. Concrete Work. This needs to be its own separate project.
- New Action Item. Who is responsible for the sidewalk running Soapstone next to our property?
- 14060. Cleaning closets by Sentry. Coming back out on Monday to finish the cleaning.
- 14092. Covenant Letter. Eric recommends we close out this action item.
- 14149. Dry Vent Cleaning Schedule. Sentry will work on creating the schedule for the community.
- 14150. Globe Cleaning. Ultra working on a schedule to complete the project.
- 14151. Fire Extinguisher Inspections. Cintas is coming out on July 28. Also asking Cintas to conduct inspection of the fire alarms as well.

Executive Session

No session.

Adjournment

Eric motions to adjourn at 8:56 p.m. Gavin second, all approve.

Date of Next Meeting

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The next meeting is on Thursday, August 18, 2016 at 7 p.m. 2102 Green Watch Way, Unit 300.