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WOODWINDS COUNCIL OF CO-OWNERS  
BOARD MEETING MINUTES

**Date:** Thursday, August 25, 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
X	Peter Sarandinaki	At Large
X	Loree Rusk	Asst. Property Manager, Horizon Community Services
X	Beverly Greenblatt	Resident at 2112 Green Watch Way, #301

**Board votes approved unanimously via email prior to the month meeting**

- On August 21, the board unanimously voted to approve owner's request for window replacement at 11636 Ivystone Court. 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).

**Meeting called to order by Eric Orr at 7:05 p.m.**

**Approval of Minutes**

Teri motion to approve minutes as amended, Patrick second. All approve.

Community Concerns

- Beverly Greenblatt, 2112 GWW #301
  - Concerns about window leaks. She just replaced both bedroom windows. And while there has been no leaks since the

replacement, she wants to be proactive in protecting her investment. Is concerned there might be more leaks coming from the gutter and roof.

- Rear Balcony. Piece of flashing is hanging down. Sentry will look into it.

## **Report of Officers**

### President's Report

No report.

### Treasure's Report

- Financial Summary
  - "Maintenance fees receivable" - What is this? It is assessments. Sentry will change it to a more appropriate
  - "Pre-paid" - That's insurance for coming month.
  - "Deposits" - It's accrued interest.
- Fairfax Water estimated and Washington Gas estimated - Sentry needs to look into why they are putting these in "estimated".
- Sorted Account Payable
  - Country Termite and Pest Control - This looks like an incorrect code.
  - Recode of reimbursement of Eric Orr for notary services. Please change to administrative expenses.
  - \$0.17 charge. What is it? Description is "faxed". Sentry will look into.
- Budget
  - Miscellaneous Income - Shows \$90. What is it?
  - Over budget on General/Legal also over on Collections/Legal. General Maintenance we're running over as well. Teri would like to view all of Woodwinds general maintenance expenditures and will review it for accuracy.
  - Electricity Stairways - Garden. Also over. But looks like we've been billed for services not received. Need to look at those as well, maybe more incorrect coding.
  - Stairway Carpet Cleaning - \$0. We should have had them cleaned in May, so we should have paid a bill.

- Window Cleaning - \$0. But we had them cleaned recently, so we should have a expense for those.
- Summary
  - Total Expenses. Running a little under budget. Should finish the year right at budget, or a little over. Depends on end of year expenses or any other surprises that might occur before the end of the year.

### Calendar Review

- November. Add carpet cleaning and window cleaning.
- Update AAA refuse removal to reflect new company.
- Blade Runners contract ends at the end of year. If we want to use another company, we need to get proposals.

### **Old Business**

- Parking Enforcement.
  - Eric has been active in enforcing parking the past month. He will continue to make sure that all residents have proper tags. This should scare away any non-residents parking on Woodwinds property, thus opening up more parking for our community.
- Foundation Work at 2108 GWW #101.
  - Foundation work has been completed.
  - Associated plumbing still needs to be completed.
  - Landscaping needs to be done once renovations have been completed.
  - Sentry will send a letter to unit owner stating to stop bring items through the landscaping into the front window and also bring their stuff off the back patio into their unit. No storage allowed on patios.
- Dominion Lights out on WBC.
  - Still waiting for Dominion to come out and fix the three lights.
- Paving Contracts.
  - Consultant is working on an RFP to be presented to asphalt companies. Also working to find a GeoTek firm to identify soil samples on the property.
- Change over of trash to new company.
  - Sentry has stated that we are ready for the transition.

## **New Business**

- Landscaping Proposals
  - All replacements need to be completed by Oct. 15.
  - Remove stump at 2100 GWW - that should be a no cost item.
  - Update proposals for work agreed to by the board. Once updated board will vote for approval of the work.
- “Co-Insurance” Issue Facing Sale of a Unit.
  - Sentry is working with all parties but has been unsuccessful in getting all parties to work together.
  - Board has never heard of the issue regarding “co-insurance”.
  - Sentry will continue to work to get the issue resolved.

## **Action Items**

- 13852. Gas Line to 2114 GWW. Start date is Sept. 1.
- 13927. Gay Bridges. Everything moving forward. Jeff is starting work on Sept. 7-9. All-Star Movers are lined up for Sept. 7. Movers will come back as soon as the work is completed.
- 14018. Battery replacement. Proposal is sitting at Sentry’s office. Loree will coordinate the changes. Sept. 1 is when they want to start.
- 14060. Closet cleaning. Sentry is going to take one last review of the closets before closing this action item.
- 14149. Dryer Vent Cleaning Schedule. Coming out Sept. 6-8 to do the cleaning. Eric will work with Loree to work on the resident schedule.
- 14150. Globe cleaning. Cleaning done, but there’s one missing at 11616 ISC. Dixie will replace it on their monthly walk through.
- 14151. Completed and closed.
- 14185. Will be merged with a different action item 14057.
- 14246. Dominion Billing Issues. Sentry is looking into it now.
- 14263. 2014 Tax Refund. Still working on it.
- 14264. Sidewalks on Soapstone. VDOT maintains those sidewalks. Sentry will report trip hazards on those sidewalks to VDOT.
- 14265. Violation letters. Loree/Sentry coming out Aug. 31 or Sept. 1 to review the violations.
- 14266. Annual Meeting room is reserved.

**Executive Session**

No session.

**Adjournment**

Patrick motions to adjourn at 9:31 p.m. Eric second, all approve.

**Date of Next Meeting**

The next meeting is on Thursday, September 29, 2016 at 7 p.m. 2102 Green Watch Way, Unit 300.