

WOODWINDS COUNCIL OF CO-OWNERS
Board Meeting Minutes
of
February 12, 2007

A meeting of the Board of Directors of the Woodwinds Council of Co-Owners took place on February 12, 2007 at the Reston branch of the Fairfax County Library. President Patrick Shagena called the meeting to order at 7:05 pm. Other Board members present were Sharon Brooker, Cat Crozier and Eric Orr. Frank Talbert was not present. Woodwinds owners (“guests”) present were Teri Jaeger (2102 Green Watch), Andras Kovacs (11608 Ivystone), Chris Niebels (2114 Green Watch), Katalin Vaughan (11612 Ivystone Ct) and Stephanie Martinez (11617 Windbluff Ct). Also present was Frank Miller of Riddell Management.

President Shagena reviewed the meeting agenda. The meeting format was discussed. Frank Miller was introduced to all those present who had not yet met him.

The January 11, 2007 Board meeting minutes were discussed. **Upon a motion made by Patrick Shagena and seconded by Cat Crozier, the minutes were unanimously approved.**

The guests indicated they had no issues to present to the Board.

President Shagena called for New Business. He discussed the tree that fell down on 11652 Ivystone on Friday, January 19, and which was removed the next day. He reported there were follow-up issues which resulted from the tree coming down, specifically a broken window in the unit below the unit upon which the tree fell. President Shagena reported the homeowner of the lower unit cited a history of issues regarding that particular window and that she had expressed frustration and had inquired as to whether Woodwinds might compensate her for part of her electric bill. The issue was tabled for discussion during the executive session.

Continuing with New Business, President Shagena reported that there had been a boiler malfunction (leak) on February 1 at 2122 Green Watch (3rd floor). He reported he had been called by an owner very early that morning and that he was able to turn the boiler off and then call Frank Miller, who promptly dispatched the plumber who had the boiler fixed that same morning. There was no substantial damage reported relative to this problem and everyone was pleased with Riddell’s response.

When asked about volume and nature of calls and inquiries from the community to Riddell, Mr Miller reported that most of the calls received were questions regarding monthly assessment fee payments, etc. President Shagena also reported there have been lots of questions from owners about making monthly payments. He also expressed the wish to be able to use electronic payment of monthly fees.

In consideration of the transition between TWC and Riddell, discussion took place about not charging any late fees in February. Options for various payment methods were also discussed. It was suggested and agreed that owners would again receive clarification of payment instructions from Riddell before March payments were due. Concern was expressed about owners not yet having their monthly payment coupon books. Frank Miller responded that he expects to have the coupon books in the mail to owners before March 1.

Mr Miller discussed procedures for communicating with the Woodwinds community. He stated that all future correspondence would be going to owners, whether or not they live at Woodwinds. The Board requested that, whenever appropriate, both owners and their renters receive mailings.

Mr Miller requested that the Board copy him on all future Board meeting notices so that Riddell can make sure non-resident owners also receive the notices.

It was agreed that all “permanent” notices currently posted to condo building bulletin boards need to be replaced with current information, i.e. Riddell Management information.

A new community survey was discussed. It was agreed that a quick survey would be created to be included in Riddell’s mailing which is to be mailed out before March 1.

There was discussion about preparing a new quarterly newsletter. It was suggested that the following topics be addressed in the newsletter: speeding in the community, parking issues, our new property management company, Riddell.

The future of Woodwinds monthly assessment was discussed. It was pointed out that, because the proposed 7% increase (a total of \$14,000) was defeated in November, the community is now trying to set this year’s budget into last year’s dollars. It was further pointed out that, by selecting Riddell as our new property manager, the difference has almost been made up. However, there was general agreement, including that of Frank Miller, that the community’s reserves are dangerously low.

There was general agreement that a new reserve study is needed. Frank Miller expressed concern about the current condition of Woodwinds and suggested a condition study also be done. **Upon a motion made by Cat Crozier and seconded by Sharon Brooker, the Board unanimously agreed to authorize Riddell to prepare an RFP for a reserve study to be sent out to pre-selected firms.**

Frank Miller suggested that the Board accompany the person who conducts Woodwinds new reserve study when he/she inspects the community.

Discussion took place regarding conducting a thorough survey of maintenance problems currently existing in all of Woodwinds’ units. The results of this survey would be reviewed and considered by the firm conducting the reserve study. Eric Orr volunteered to take the lead on this effort.

At 8:50 pm, all guests were excused and the meeting went into executive session.

Cat Crozier, Secretary

WOODWINDS COUNCIL OF CO-OWNERS
Board Meeting Minutes
of
March 14, 2007

A meeting of the Board of Directors of the Woodwinds Council of Co-Owners took place on March 14, 2007 at the Reston branch of the Fairfax County Library. President Patrick Shagena called the meeting to order at 7:00 pm. Other Board members present were Sharon Brooker, Cat Crozier, Eric Orr and Frank Talbert. Woodwinds owners (“guests”) present were Lillian Blais (2114 Green Watch); Wilfried Byl (11634 Ivystone); Jim Murch (11604 Windbluff) and Beverly Bugos (11640 Ivystone). Also present was Frank Miller of Riddell Management.

The meeting began with a member forum.

Member Forum

Lil Blais requested that trash regulations be posted. She also said she would like to have written permission from the Board to set two gnomes in the area where she plants flowers. (It was later discussed by the Board and agreed that Ms Blais should refer to the covenants and use her discretion.)

Jim Murch expressed the desire to have a community yard sale. It was suggested that Mr Murch check out the messages on the Woodwinds listserv regarding this same subject. The Board suggested that a plan for the yard sale be developed and submitted to the Board for approval. The Board also expressed the importance that certain guidelines be followed in conducting the sale; it was discussed that an ad could be placed in the local newspaper.

Wilfried Byl asked if the contents of the various utility closets had recently been inspected and inventoried. It was agreed that this should be done again soon. Ms Blais reported there is a water vac and garden tools in the utility closet of her building. President Shagena noted he recently took down some Christmas lights and placed them in the utility closet of the first condo building (from South Lakes entrance) on Green Watch.

Beverly Bugos reported she had observed Blade Runners recently trimming azaleas. Brief discussion took place regarding Blade Runners. Ms Bugos asked if a different flower vendor could be used for Flower Day. Ms Blais and Mr Murch left the meeting at 7:20 pm. Ms Bugos left the meeting at 7:25 pm.

Old Business

Frank Miller issued a memo regarding attic fans remaining to be connected. He stated that Riddell would work with Cutting Edge and Woodwinds residents to resolve attic access to these units to complete the work.

Other old business was not discussed at this meeting since numerous new business items were introduced and discussed first. The Contract Log was not reviewed.

New Business

Eric Orr reported during the member forum that he had posted several Woodwinds documents to a website and that he will provide the address for that website on the listserv. He also announced that the Yahoo Groups calendar had been activated and would be used to announce Woodwinds events (meetings, trash collection, etc.)

President Shagena made a **motion to approve the minutes of the February 12 Board meeting. Sharon Brooker seconded the motion and noted a correction.** The vote was unanimous.

Eric Orr requested electronic storage of documents whenever possible. The Board agreed to this and Frank Miller commented that this is the direction in which many associations are moving.

Eric Orr presented the Riddell property management contract to Frank Miller for signature. It was reinforced that all direction from the Board to Riddell be filtered through the Board president whenever possible; requests for information can be made by any Board member.

Discussion of trash collection included a reminder from Frank Miller that Woodwinds' contract with AAA expires in September and recommends going month-to-month rather than renewing for a 3-year period. Frank also expects a price increase from AAA in July.

Eric Orr presented the Treasurer's Report. Mr Orr noted he had made preliminary corrections to the total square footage section in the Woodwinds Master Deed, and then made further correlating corrections, i.e. % of shares of each type of unit. **A motion was made to authorize Mr Orr, as Treasurer, to look into taking the necessary steps to have the changes formally made. The motion was seconded by President Shagena.**

Eric Orr presented the proposed 2007 Operating Budget. He discussed common expenses and expenses allocated specifically to each of the various types of units.

Frank Miller reported he has received two of the three requested proposals for conducting a new Reserve Study (included in board meeting packet) and that he expects to receive the third proposal next week. Mr Miller reported he believes the cost of the Reserve Study will be approximately \$4,400. Eric will amend the budget to accommodate the anticipated expense.

Woodwinds' snowplowing contract was discussed and consideration was given to parameters for requirement of plowing. It was noted that currently plowing is to begin once two inches of snow has accumulated at Dulles Airport. Frank Miller pointed out that the Board can modify the contract by increasing the accumulation to three inches if desired.

Damage done to valve covers and sleeves throughout the Woodwinds community was discussed. It was reported that maintenance of the valve covers and sleeves is classified as "general maintenance" and should be taken care of during spring clean-up. Riddell will determine the locations of damaged valve covers and sleeves and take action to have them replaced.

Eric Orr made a motion to accept the 2007 Operating Budget. Sharon Brooker seconded the motion. The vote was unanimous.

Eric Orr reported the January check register he received from TWC was not readable and that he had requested a new copy in a different, more legible format.

Eric Orr asked Riddell if legal fees for collection of 2006 delinquencies had been recovered from unit owners. Frank Miller did not know and suggested waiting for the results of the 2006 audit.

Eric Orr reported he has prepared letters to go to owners of each unit, along with a diagram of the owner's unit, on which the owners will be requested to indicate any maintenance problems they are having. It is hoped that all owners will respond so the Board and Riddell can know about all maintenance problems that exist in the community.

Discussion took place about carports and whether maintenance expenses of the carports should be shared commonly or shared between owners of the spaces under the carports. Frank Miller suggested that carports be considered community property since carport “owners” have only right to use of the parking spaces under cover.

Eric Orr asked Riddell what sensitive materials from the Board meeting packets should be removed before posting to the Woodwinds website. Frank responded that any correspondence between the Association and a unit owner regarding finances should be considered private. Eric will modify materials already posted on the website.

Committees were discussed. It was agreed that the committees should serve in an advisory role to the Board, to make recommendations to the Board, keeping in mind that the covenants must be enforced as they are written.

Covenants Committee

Volunteers: 5 people signed up (see Riddell for details)

- Board meets beforehand to review relevant rules/regulations; will provide expectations, mission/goals, direction
- Set initial meeting
- 2 Board members as liaison: Eric Orr, Sharon Brooker
- distribute copies of Covenants (“Rules of Conduct”), Fall 2006 community survey results

Parking Committee

Volunteers: 5 people signed up: (see Riddell for details)

- Board meets beforehand to review relevant rules/regulations; will provide expectations, mission/goals, direction
- Set initial meeting
- 2 Board members as liaison: Patrick Shagena, Frank Talbert
- distribute copies of parking regulations, Fall 2006 community survey results

Landscaping Committee

Volunteers: 12 people signed up (see Riddell for details)

- Board meets beforehand to review relevant rules/regulations; will provide expectations, mission/goals, direction
- Set initial meeting
- 2 or more Board members as liaison: Eric Orr
- distribute copies of Covenants (“Rules of Conduct”)

Before this committee is activated, the Board will meet on Thursday, March 22 at 6 pm (place t/b/d) to plan more thoroughly for this committee.

Eric Orr proposed setting dates now for future board meetings. He proposed April 19, May 17, Jun 14, July 19, August 16, September 13, October 18, November 15, and December 13. All are Thursdays and most fall after the 15th, when financial reports are available from Riddell. Discussion followed and it was decided to resolve this via email exchange after the meeting.

The meeting was adjourned at 9:00 pm.

Action Items

1. Eric Orr to publish address (URL) for Woodwinds website on Yahoo Groups listserv.
2. Riddell to provide new copy of incomplete page from 2006 tax return.

3. Eric Orr to seek legal counsel regarding corrections to clerical errors in Master Deed that impact percent ownership and assessment obligations.
4. Eric Orr to increase budget allocation for reserve study from \$3000 to \$4500.
5. Riddell to investigate damage to water valve sleeves from snowplowing and arrange for repairs.
6. Riddell to follow up with Joyce at TWC regarding reprint of January general ledger in landscape format.
7. Eric Orr to distribute final draft of survey letter to Board for final review. Letter and floor plans will be delivered by hand after review.
8. Eric to remove sensitive materials from board meeting packets posted on the Woodwinds website.
9. Eric Orr to provide soft copy of rules and regulations required for establishing mission/goals for new committees.

Cat Crozier, Secretary

WOODWINDS COUNCIL OF CO-OWNERS

Minutes of April 11, 2007 Board Meeting

Call to Order/Attendees. A meeting of the Board of Directors of the Woodwinds Council of Co-Owners took place on April 11, 2007 at the Reston branch of the Fairfax County Library. President Patrick Shagena called the meeting to order at 6:35 pm. Board members Sharon Brooker and Eric Orr were present, as was Frank Miller of Riddell Management. Also present were community members Judith Amstutz (11616 Ivystone, #201), Jackie Brathwaite (11612 Ivystone, #101), Martin Breslow (2104 Green Watch, #300), Chris Brockway (11613 Windbluff), Beverly Bugos (11640 Ivystone), Wilfred Byl (11634 Ivystone), Teri Jaeger (2102 Green Watch #300), and Nancy Ward (11636 Ivystone).

Approval of Minutes. The minutes of the March 14, 2007 meeting were approved.

Appointment of Board Member. Cat Crozier, Secretary, resigned from the board March 16, and Frank Talbert, At Large, resigned from the board April 2. Teri Jaeger was appointed to fill the At Large position, which expires in November 2007. The Secretary position, which expires in November 2008, remains to be filled. The board will publicize the vacancy and seek volunteers via the Woodwinds Homeowners Yahoo Group, an upcoming newsletter, and an upcoming notice.

Teri volunteered to take the minutes of the meeting.

Membership Forum. Jackie Brathwaite said that squirrels had gotten in between the walls of the balcony of the unit above hers, 11612 Ivystone #201, and were causing a lot of damage to the wood components. She provided the board and the management company with a number of pictures. She also indicated that she is experiencing a water leak at the corner of her dining room window and the common wall between her unit and 11612 Ivystone #100. The water appears to be coming from the balcony at 11612 Ivystone #200, and then traveling through the common wall and into 11612 Ivystone #101. Jackie provided the board and management company with a number of pictures. Frank Miller indicated he would look into both problems and make recommendations to the board.

Yard Sale. No one involved in the planning and organization of the proposed upcoming community yard sale was present at the meeting. The board agreed that Patrick will draft an email, for board review, to the organizers to let them know that they need to provide the board with a written request and plan for the sale, for the board's review. The plan should identify a point of contact, and address advertising, seeking community involvement, use of common elements and limited common elements, minimizing impact on the community, and clean up. The board also agreed to develop guidelines on the need for board approval for yard sales or other activities that use common or limited common elements. These guidelines will be distributed throughout the community.

Committees.

Landscaping. Judith Amstutz, committee co-chair, reported that the committee had met and established the following near term priorities:

1. Flower day. The committee recommends that flower day be held May 19 and 20. They are looking into vendors, determining quantities, and thinking about emails and fliers.
2. Review of the current grounds maintenance contract with Blade Runners.
3. Looking at alternative grounds maintenance companies. Judith stated that the landscape committee would like to terminate the contract with Blade Runners for cause.
4. Plan to walk the property to draw up comprehensive list of issues and concerns.

During her report, Judith read from an addendum to the contract with Blade Runners, and Teri requested that Judith make a copy of the addendum for the Board. Judith agreed to provide Eric Orr with a copy. Eric suggested that the landscape committee begin documenting breaches of the contract, notifying Riddell and the board when they occur. Patrick suggested that expectations and concerns be communicated to Blade Runners, to increase the likelihood of improved service. In response to a question from Judith, Frank indicated that Riddell did not recommend contracting for grounds maintenance with a company that did not also do snow removal, because otherwise snow removal cost about 50% more, and the snow removal company had little incentive to provide satisfactory service. Judith indicated that the area at the rear of 11616 Ivystone had not been cleaned up, and was covered with acorns. Frank will follow up. Judith mentioned the erosion in the area between Woodwinds and the Colonial Green community to the west. She provided Frank with a letter from Fairfax County related to the issue. Judith expressed concern that Reston Association (RA) property between the RA path and the golf course, at the rear of 2116 Green Watch, had been cleared of trees and brush. Eric volunteered to notify RA of the change.

Parking. Beverly Bugos, committee member, reported that the committee had held an organizational meeting, and was in the process of developing recommended Parking Regulations and enforcement guidelines for the board's consideration. The board agreed that when the proposed Parking Regulations and enforcement guidelines have been reviewed by the board, they will be distributed to the community for comment.

Covenants. Chris Brockway, committee chair, reported that the committee had held a couple of meetings, and had provided their recommended Rules and Regulations, and enforcement guidelines, to the board. Some committee recommendations were reviewed during the meeting. Chris was asked to research the legitimacy of requiring window coverings in all windows within Woodwinds. Due to lack of time, final board decision on the recommendations was postponed. The board agreed that when the proposed Rules and Regulations and enforcement guidelines have been reviewed by the board they will be distributed to the community for comment.

Communications. Marty Breslow, committee chair, reported that the committee had met, and was working on drafting an initial newsletter. The board asked the committee to provide the board with a prototype, for board input, comment, and review. The board recognizes the importance of the first newsletter, and gave the committee the go-ahead for a colored cover or wrapper. The board also recognizes that the first newsletter will likely be longer than subsequent newsletters. Going forward, the board asked the committee to work up some cost estimates for newsletters. There was some discussion on how the newsletter would be distributed, and of combining the distribution of the newsletter with the distribution of various other documents (such as Rules and Regulations, or Parking Regulations, for community review). There was also discussion of the potential for using the monthly notices of board

meetings, which should go out sometime in the first or second week of every month, for brief community announcements.

Maintenance. Due to lack of time discussion of standing up this committee was postponed.

Unit Survey & Reserve Study Ad Hoc Committee. Due to lack of time discussion of standing up this committee was postponed.

Review of Finances. Due to lack of time, and because the board had not had enough time to study the information provided by Riddell, it was agreed that Frank and Eric, and any other interested board members, would set up a separate meeting to review the financial information.

Report from Riddell. Due to lack of time, Riddell did not give a report. Frank distributed the March Call Log, and three proposals for a reserve study, to the board.

Old Business. The action items from the March meeting were reviewed. Seven of the nine items were completed. For action item 3, Eric has begun the process of determining if, and how, minor errors in the Master Deed that affect ownership percentage and therefore unit assessments can be corrected. Several legal firms he has talked with have told him that “scrivener’s errors” can be corrected by amendment. The legal fees involved are likely to run in the neighborhood of \$185 per hour. For action item 6, Frank has evaluated the water valve sleeves/covers and speed bump damaged by plows, as well as the deteriorated asphalt in front of 2122 Green Watch, and will arrange the repairs when weather permits.

New Business.

Proposed violation process. Due to lack of time, this discussion was postponed.

Review and disposition of historical materials transferred from TWC to Riddell. Due to lack of time, this item was postponed to the May meeting.

Executive session. Teri made a motion, which was seconded by Eric and approved, to hold a closed session to discuss delinquencies, active legal actions, and the status of due process hearings. Following the closed session, the open meeting was reconvened. It was announced for the record that:

1. Delinquencies would be reviewed in the separate meeting being scheduled to review financial information.
2. Frank would gather and provide the board with information on the status of any active legal actions.
3. The ongoing noise complaint has been resolved for the time being. The rules violation assessment fee has been paid by the unit owner without comment, and the complaining party has indicated that there is no cause to file another complaint at this time.

Adjournment. The meeting was adjourned at 9:00 pm.

Action Items

1. The board will publicize the Secretary vacancy and seek volunteers via the Woodwinds Homeowners Yahoo Group, an upcoming newsletter, and an upcoming notice.

2. Riddell to look into squirrel problem at 11612 Ivystone #201 and make recommendation to the board.
3. Riddell to look into leak at 11612 Ivystone #101 and make recommendation to the board.
4. Patrick/Board to send email to organizers of proposed yard sale, to let them know that they need to submit their plans to the board for review and approval.
5. Board to develop guidelines for yard sales and other activities, and distribute to the community.
6. Judith to provide Eric with a copy of the addendum to Blade Runner's contract.
7. Landscape committee to begin documenting Blade Runner's breaches of their contract by notifying Riddell and the board as they occur.
8. Board to meet with Blade Runners to discuss expectations and concerns.
9. Eric to contact RA to report that trees and brush have been removed from RA property between Woodwinds and the golf course.
10. Parking committee to develop recommended parking regulations and enforcement guidelines for the board's consideration.
11. Board to review proposed Rules and Regulations, and enforcement guidelines recommended by the Covenants Committee.
12. Chris to research the legitimacy of requiring window coverings for all windows.
13. Communication committee to provide the board with a prototype for the newsletter, for board input, comment, and review.
14. Frank and Eric to set up meeting to review financial information and delinquencies.
15. Teri to provide a list of her questions and concerns regarding financials to Eric.

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Tuesday, May 1, 2007**Call to order:** 7:05 pm EDT**Location:** Woodwinds Pavilion**Attendees – Board, Management, Service Providers**

✓	Name	Position
✓	Patrick Shagena	President
	Sharon Brooker	Vice-President
✓	Eric Orr	Treasurer
	Vacant	Secretary
✓	Teri Jaeger	At Large
	Frank Miller	Property Manager, Riddell Management Services

Attendees – Members

Name	Address	Phone	Email Address
Jackie Brathwaite	11612 ISC #101		
Wilfried Byl	2118 GWW #101		
Apkar Hagopian	2108 GWW #201	703 390 0528	Apkar0205@aol.com
Reba Hill	11654 ISC		
Matilda Lawrence	11644 ISC		
Johnny Mills	11600 WBC		
Eloise Williams	2112 GWW #200		
Richard Williams	2112 GWW #200		
Tom	2112 GWW #201		

The meeting was held to complete unfinished business from the April 11 board meeting. Therefore only Old Business was considered.

Old Business

Financial update, delinquency rate, status of legal actions, report from Riddell, contact log, completed and pending maintenance. There was discussion of the reasons why

these items had not been adequately addressed in the February, March, and April board meetings, and the importance of doing so in the future. To ensure that there is enough time to address these items, two board meetings will be scheduled for the next several months. One will be held at the pavilion, without the property manager, for inter-meeting decisions, committee reports, and the community forum. The other will be held at the Reston Regional Library, with the property manager, for all other business. Patrick will talk with Riddell to find out what we can expect to see in the May meeting packet and when we will get it. If the financial information will not be available until the last minute, we'd like the rest of the packet in advance of the financial information.

Dates for future board meetings. Patrick will finalize the schedule for board meetings (two per month) for the rest of the year.

Process for follow up on maintenance. There was discussion of the benefits of, and issues involved with, having a system in place to track requests for maintenance from origination through resolution.

Dealing with requests for immediate major repairs. Residents with requests for immediate resolution and repair of significant problems, or problems of a longstanding nature, should follow the standard procedure of contacting Riddell, and letting the board know they have done so.

Rules and regulations. Very few comments on the draft Rules and Regulations were received as a result of the community review. The board will review the draft and any comments received and prepare a final version for adoption.

Violation Process. The board voted unanimously to adopt the violation process proposed by Eric (attached). It will be distributed to the community and publicized.

Review and disposition of historical materials from TWC. The association is currently not incurring any storage fee for the 17 boxes of material TWC turned over to Riddell. The board agreed that review and disposition of the materials was therefore currently a low priority.

Maintenance committee. The board agreed to establish a maintenance committee to assist and advise the board of directors in the identification and resolution of maintenance issues affecting the common elements and the limited common elements at Woodwinds. Richard Williams volunteered, and was appointed, to chair the committee. Teri will be the board liaison. Eric and Teri will prepare a guidance document for the committee. Richard will conduct a preliminary review of the utility closets and the outside water faucets. The board will seek additional committee members.

Unit survey and reserve study ad hoc committee. The board agreed to establish an ad hoc unit survey and reserve study committee. Katalin Vaughn volunteered (via email), and was appointed, to chair the committee. Eric will schedule an initial meeting with Katalin. The board will seek additional committee members.

Attic fans. Patrick will ask Riddell for a current list of units in which attic fans have not yet been installed (as part of the garden style condo re-roofing project in Fall 2006), so the board can get engaged in the scheduling process.

Allocation of carport expenses, correction of minor errors in Master Deed. These items were deferred until such time as the community undertakes a review of the governing documents.

Valve sleeves/covers replacement, speed bump repair, asphalt repair. Discussion of these items was deferred until the May board meeting with the property manager.

Post Riddell contact information in entryways. Board agreed to task Communication Committee. (Teri subsequently drafted a notice with contact information and basic trash and pet regulations for board review, and volunteered to laminate and post.)

Proposed grounds maintenance specification from Riddell. Board agreed to come to closure on specification by August 1.

Meet with Bladerunners. The board will schedule a meeting with Bladerunners to review the current contract and discuss expectations.

Parking – Visitor vs Unreserved. This issue is on hold while the board awaits recommendations from the Parking Committee.

Action item spreadsheet. The need for, and characteristics of, an effective action item spreadsheet were briefly discussed. The board will continue the discussion via email.

Sand buckets. Keith Neal will use the sand from the buckets in his patio project, and the empty buckets will be stored in a utility closet.

Outside Water Faucets. The board agreed to send out notices to ground level units with instructions to turn on outdoor water faucets and/or report problems to Riddell.

Trees. The board agreed to ask Riddell to do a walk around to look at dead/dangerous trees and make recommendations to the board.

Adjournment

The meeting was adjourned at 9:25 pm EDT.

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Tuesday, May 15, 2007**Call to order:** 7:02 pm EDT**Location:** Reston Regional Library**Attendees – Board, Management, Service Providers**

✓	Name	Position
✓	Patrick Shagena	President
✓	Sharon Brooker	Vice-President
✓	Eric Orr	Treasurer
✓	Julie Clark	Secretary
✓	Teri Jaeger	At Large
✓	Frank Miller	Property Manager, Riddell Management Services

Attendees – Members

Name	Address	Phone	Email Address
Jackie Brathwaite	11612 ISC #101	703 860 2385	jakegus@aol.com
Suzanne Wolfe	11609 WBC	703 456 8047	ladyorena@aol.com
Beverly Bugos	11640 ISC	703-264-8910	bbugos@comcast.net

Approval of Minutes

The minutes of the April 11, 2007 meeting were approved.

It was noted that in months when two board meetings are held, the minutes of both sets need to be included in the monthly packet.

Review of Action Items

The action items from the April 11 and May 1, 2007 board meetings were reviewed (see attached Woodwinds Action Item List).

Jackie Brathwaite (11612 ISC #101) asked for more information on the current status of both the repair of the leak into her unit along the firewall from the balcony diagonally adjacent above, and the squirrels and raccoon that have been active inside that unit's balcony rail. Frank indicated that it appeared that water had been coming in under the living room sliding glass door/window of the unit *directly* above, and then working down into Jackie's unit, and that the

area had been caulked May 9. In response to a question from Patrick, Teri and Frank indicated that the action item should be considered closed until a subsequent complaint indicated that not to be the case. Regarding the concern that an animal had been trapped inside the balcony rail when the repair was completed, Patrick indicated that a hole had been opened on the inside wall of the balcony rail, to allow the animal to escape. It will be closed up in due course.

Election of Board Member

Julie Clark was elected Secretary.

Committee Reports

Landscaping. The committee received and reviewed seven requests from members of the community, and made recommendations to the board. Two of the requests were straightforward requests to plant in existing beds, three were requests to plant azaleas, one involved extending a patio area, and the last involved placing pavers and trimming existing vegetation. The committee submitted, via email, a draft Property Inspection, a draft Grass Reseeding Recommendation, and a draft Acceptable Plants List to the board liaison. The committee held a Clean-Up Day on the morning of May 12. Pictures were taken of areas felt to need attention by BladeRunners, and pictures were taken of volunteers at work. In addition, the committee is working on moving Lily of the Valley and Hostas from areas where they are abundant to other areas of the property.

The board has not yet approved two recommendations from the committee. Eric will forward the Grass Reseeding Recommendation to the board. The board needs to review, approve, and disseminate the Acceptable Plants List.

Reports for the remaining committees will be given May 17, 2007 in the meeting at the pavilion.

Community Member Concerns

Beverly Bugos. Beverly indicated that having the committee reports and members forums in the pavilion during the summer months would represent a hardship for her due to health considerations. The board noted her concern, but also noted that they needed to do what worked best for the community as a whole, and a significant number of members find it more convenient to have board meetings at Woodwinds, weather permitting. Eric noted that attendance for association meetings held on the property is consistently higher than for meetings held off the property. Beverly expressed concern that community members, and especially landscaping committee members or others participated in clean up days and similar activities were at risk of tick bites and Lyme disease. Suzanne indicated she could remind landscaping committee members of the risk. Beverly also said that she felt it was important to treat for grubs to help control moles.

Financial Report

Woodwinds Financial Review. Eric reported that he and Teri had met May 14 to review the financial information for April. Teri provided Frank with a table of questions and comments, as well as some still unresolved questions related to previous month's finances (see attached Woodwinds Financial Review). Frank said he would need a few days to review and respond.

Delinquencies. Frank indicated that as of April 30, total delinquencies stood at \$14,890, on a YTD budget of \$142,404.

Bank Reconciliation Report. Eric asked Frank to explain the Bank Reconciliation Report. Frank indicated that the positive items represent outstanding checks, while the negative items represent un-deposited funds (as of the date of the bank statement). However, since the dates associated with the un-deposited funds were in February, it is not clear why they would still be un-deposited as of March 31.

Bank Statement. The board noted that while this packet covered financials for April, the SunTrust Account Statement was as of 3/31. Frank indicated that the April statement had not yet arrived by the time the packet was prepared. The board requested that Frank look into the availability of on-line banking (read only access for the board) for the operating account.

Teri noted that while the March bank statement showed \$38.93 in check imprint charges, the Budget Comparison showed \$70 in bank charges YTD. She asked what the additional \$31.07 was for and also inquired as to why the MTD figure was 0. She noted that this line item had not appeared in previous months' Budget Comparisons. Frank said he would look into it.

Balance Sheet. Eric asked Frank to explain several items on the Balance Sheet.

Regarding the Transition Account Balance of \$173.32, Frank explained that in mid-January TWC had written Riddell a check for \$10,000 for start up money for the association, and retained control of the remainder of the operating account. After some time TWC sent Riddell a check for the rest of the money in the operating account, but that check was \$173.32 short of what TWC accounted for having spent.

Regarding the A/R Monthly Assessments, Frank indicated that this represents the amount by which delinquencies YTD exceeded pre-paid monthly assessments, as of April 30.

Regarding the unidentified payment, Frank indicated that this dated back to January and TWC.

Regarding the Prepaid Insurance, Frank indicated that for purposes of the budget comparison, each month one twelfth of the budgeted amount for insurance is moved into a prepaid insurance account.

Regarding the Other Prepaid Expenses, Frank explained that on the last day of January, TWC had written themselves a check to cover any Woodwinds related expenses that they might need to cover. We have not yet received an accounting of how these funds were disbursed, nor payment for the unspent remainder.

Regarding the Taxes Payable of \$1, the board instructed Frank to pay it.

Regarding the Accounts Payable of \$6,729.81, Frank indicated that this was on the books when they were turned over from TWC.

The board directed Frank to arrange a meeting with TWC to obtain a detailed accounting of all funds disbursed by them (transition account and \$500 prepay), as well as an explanation of the unidentified payment and the accounts payable.

Expense register. Eric indicated that in both March and April, his tallies of all expenses did not agree with those in the expense register.

Invoices. Eric requested copies of all invoices YTD. Frank indicated he could provide them by May 25.

Old Business

Reporting Problems. The board discussed the process for reporting problems, and the continuing confusion of community members about whether or not they need to report to Riddell those problems they've reported in their unit survey. Eric will send out a clarifying message via WoodwindsNews.

Pest Treatment Agreement. The board agreed to take no action on the proposed service agreement with Servispros, since we are currently getting the service at the specified price without an agreement.

Rules and Regulations. The board approved the revised Rules and Regulations (exclusive of Parking, and acknowledging the need to develop specifications and procedures for satellite dishes). The rules will be announced via WoodwindsNews, posted to the web site, and distributed to the community in the next mailing. Frank indicated he could provide some sample specifications and/or resolutions on satellite dishes from other communities.

Blueprints, Maps, Other Materials from TWC. Teri requested that when Frank meets with TWC to get clarification on financial matters, that he also recover any blueprints, maps, and other miscellaneous materials that TWC has not yet turned over to him.

New Business

Changes in Ownership. The board requested that information on changes in ownership and changes in tenancy be included in the monthly packet. The board asked Frank to provide this information retroactively to February 1.

Management Agent Report

Frank answered a few questions from the board on the contact log, but because the library was closing, there wasn't time for a more complete management report.

Adjournment

The meeting was adjourned at 9:00 pm EDT.

Attachments

Woodwinds Action Item List

Woodwinds Financial Review

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Tuesday, May 17, 2007**Call to order:** 7:05 pm EDT**Location:** Woodwinds Pavilion**Attendees – Board, Management, Service Providers**

✓	Name	Position
✓	Patrick Shagena	President
✓	Sharon Brooker	Vice-President
✓	Eric Orr	Treasurer
✓	Julie Clark	Secretary
✓	Teri Jaeger	At Large

Attendees – Members

Name	Address	Phone	Email Address
Martin Breslow	2104 GWW #300	703 758 0915	mbreslow2@comcast.net
Judith Amstutz	11616 ISC #201	703 264 0454	warriorjudi@verizon.net
Keith Neal	2122 GWW #100	703 391 1232	
Jennifer Newby	2122 GWW #100	703 391 1232	gratefultattoo@yahoo.com
Laura Linn-Groening	2120 GWW #301	703 620 5421	actionsigns@erols.com
Jason & Kate Kress	2118 GWW #301	301 996 5739	
Jim Murch	11604 WBC	703 477 7968	jmurch2004@yahoo.com
Richard Williams	2112 GWW #200	703 390 1287	Tyro524@aol.com

New Board Member

Patrick announced that Julie Clark had been appointed to the board as Secretary on May 15.

Inter-Meeting Decisions

The Inter-Meeting Decisions made from April 15 to May 7, 2007 were read into the minutes. (See attached Woodwinds Board of Directors Inter-meeting Decisions.)

Committees Reports

Maintenance. Richard reported that the Maintenance Committee is in the process of being stood up, and volunteers are being sought – ideally he would like to have committee members for each of the buildings, or each section of the community. Jason volunteered for the committee. Richard reported that he had done an initial walk around of the property, and identified a lot of burnt out lights. He reported that the utility closets were in reasonable shape. In response to a question from Beverly about hoses, he reported that there are lots of community property soaker hoses, but very few regular hoses, and they are in poor condition. He also checked the outdoor faucets, to see if they had been turned on, and to look for any problems. Teri mentioned that the Maintenance Committee guidance document had been reviewed by the board, and would be posted to the website shortly.

Parking. Jim Murch reported that the Parking Committee had met twice, the first being an organizational meeting, and the second a discussion of possible revisions to the parking regulations. There has been additional discussion via email, and the committee will meet on Sunday May 20, to finalize the revised regulations for recommendation to the board. Eric mentioned that with about a third of the vehicle registration forms returned, the average cars per unit was running 1.5.

Communications. Martin Breslow reported that the communication committee had gotten out its first newsletter in late April. They are working on pulling together articles, photos, and so on, for the next newsletter.

Covenants. In the absence of the committee chair, or a designee, to give a report, Eric announced that following the public review and comment period on the draft Rules and Regulations, the board had finalized them, and they were approved May 15. They are available on the web site. Eric explained that there would be an educational period, during which violators would be given warnings only, and then we would move into an enforcement period. Teri clarified that some rules, which have always been well publicized, and have never been called into question, such a trash regulations, or pet regulations, were being enforced. In response to a question about the enforcement of the rule on fogged windows, Sharon explained that because there were common area fogged windows that had not yet been replaced, that the board felt it would be hypocritical to enforce the rule for unit owners. Laura also noted that they, and others, had experienced repeated failures of the same window, and that it was foolish to replace the fogged windows again until the underlying problem was identified and resolved.

Landscaping. The Landscaping Committee report was given May 15.

Unit Survey and Reserve Study (ad hoc). Eric announced that the committee was in the process of being stood up. He reported that 46% of the unit surveys had been returned, and that the board would be following up soon in an attempt to get a 100% response.

Erosion (ad hoc). Eric announced that an ad hoc committee was being stood up to deal with the serious erosion occurring at the rear of 11646 – 11656 Ivystone Ct. He noted that this would be a complicated project involving numerous participants – Fairfax County, Virginia Department of Transportation, Reston Association, possibly the Colonial Green homeowners association.

Community Member Concerns

Beverly Bugos. Beverly noted that there were several dangerous branches in the trees near her unit. Eric advised her to report them to Riddell. Teri noted that on May 15 the board had asked Riddell complete an evaluation of the trees on the property.

Judith Amstutz. Judith asked what was being done about Blade Runners failure to clean up acorns, and perform weeding between pathway stones and in beds. Eric reported that the Landscaping Committee chair and several members of the board had met with Blade Runners earlier that day, and that these activities were outside the scope of their written contract. Judith noted that the terms of the contract had not changed since the 2004 season, and Blade Runners had done these things in the past.

Judith also asked about the grass reseeding activity that the Landscaping Committee wanted to do instead of having a flower day. Eric stated that the board had recently received a reseeding plan from the committee, but it was not yet complete enough for the board to act on. It is a statement of the problem, rather than a detailed proposed solution with an implementation plan and associated costs. He also noted that the contract currently in force with Blade Runners calls for five seedings per year, in certain areas of the community. This may create a conflict with the Landscaping Committee's proposal.

Judith asked what the board was doing with the proposal from Cardinal. Eric stated that the entire board had not yet seen the proposal, but that while the proposal contained much useful information, it represented simply one contractor's ideas about what they would do in response to a problem. It was suggested that the preferred way to proceed was, in consultation with a number of sources of information, to develop a specification for work to be done, and then seek bids on the same specification from several contractors.

Adjournment

The meeting was adjourned at 8:05 pm EDT

Attachments

Woodwinds Board of Directors Inter-meeting Decisions

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Thursday, June 7, 2007**Call to order:** 7:08 pm EDT**Location:** Woodwinds Pavilion**Attendees – Board, Management, Service Providers**

✓	Name	Position
✓	Patrick Shagena	President
✓	Sharon Brooker	Vice-President
✓	Eric Orr	Treasurer
✓	Julie Clark	Secretary
	Teri Jaeger	At Large

Attendees – Members

Name	Address	Phone	Email Address
Anne Rae	11620 ISC #101	703-626-3454	area@fnbaonline.com
Martin Breslow	2104 GWW #300	703-758-0915	mbreslow2@comcast.net
Richard Williams	2112 GWW #200	703-390-1287	Tyro524@aol.com
Wilfried Byl	2118 GWW #101		
Jackie Brathwaite	11510 ISC #101	703-860-2385	jakegus@aol.com
Jim Murch	11604 WBC		jmurch2004@yahoo.com
Phil & Laura Groening	2120 GWW #301	301-942-2727	actionsigns@erols.com
Miriam Lupkin & Matt Brody	11620 ISC #200	703-955-1361	Miriam.brodie@kimley-horn.com
Ruth Kaplan	2100 GWW #200	703-476-4110	

Inter-Meeting Decisions

Inter-meeting decisions were not read at the meeting.

Committee Reports (committee representative)**Covenants. (Sharon Brooker)**

The Covenants committee met on June 3. The committee requests notification on whether or not violation letters have been sent for the list of violations given to the board. It was discussed that these details are only given in the board packets. The board will review the violations that have been submitted, address any that are still occurring or those that have not been dealt with and send the list back to the committee.

The committee also requests guidance on what to do with trash left outside and would like to have the AAA holiday schedule be part of the newsletter and/or placed as a paper notice around the community.

The rules about the legal use and storage of grills were discussed in order to resolve what action will be taken for those who violate the Fairfax County code. It was decided that the community has been notified and will be responsible if any fines are incurred and that if the board is asked about the issue, the above is what will be given as a response.

Landscaping. (Julie Clark)

Suzanne Wolfe emailed the Landscaping committee report to the board prior to the meeting; this report was read aloud.

The planting and watering of six areas of the grounds was discussed. Blade Runners has planted and watered these areas in the past, with a charge of \$3200 for annual planting and \$450 for 12 weekly waterings. Jackie Brathwaite suggested that she would be willing to buy and plant three of the six areas, with Blade Runners still responsible for the weekly watering that is an add-on to the existing contract and will put a proposal together outlining costs and other details.

Parking. (James Murch)

The parking committee held a well-attended meeting on May 20 to review the existing regulations, submitting suggestions to the board via email on June 7. The board will review these suggestions and put them out for community consideration and suggestion. Upon completion of the regulations, they will be sent out to the community, possibly in the newsletter.

The committee discussed collecting existing tags and re-issuing new tags of a different color, if it is financially feasible.

The committee brought up the option of a courtesy agreement for those with more than two registered vehicles stipulating that these vehicles should be parked in visitor parking areas with generally more spaces available.

It was also suggested that fees could be implemented for residents that do not complete their vehicle registrations with the community, and that after a certain date their vehicle tags would no longer be valid.

Communications. (Martin Breslow)

The communications committee has the newsletter on hold, awaiting submissions.

Richard Williams noted that the maintenance committee needs volunteers and is going to email Martin a short note to put in the newsletter asking for participation.

Additional items for the newsletter can include information about completing the unit surveys and pet and vehicle registrations. The board was asked if an educational article on the covenants could be written to put in the newsletter.

Maintenance. (Richard Williams)

Emails have been sent to the list of residents who have expressed interest in serving the committee; only Teri and Jason have responded. The committee needs more participation and is going to solicit interest in the next newsletter.

Many of the light bulbs have been changed by Riddell and Richard has figured out that most of them are fairly simple to change. It was suggested that electric bills could be decreased by using compact fluorescent lamps (CFLs), but that this only saves money for those lights that are on continuously. LED bulbs are another option, but fixtures would have to be re-worked. The "lollipop" lights belong, at least partially, to Dominion Power and are not made anymore; for future light issues with these fixtures, continue to call Riddell.

Unit Survey and Reserve Study (ad hoc).

Not discussed.

Erosion (ad hoc).

Not discussed.

Community Member Concerns

Anne Rae. She has been trying to resolve a leak in her unit (11620 ISC #100) with Riddell and the owners of the unit above hers (Matt & Miriam Brodie) and has been frustrated at miscommunication and lack of action and followup. Riddell told her it was not their responsibility to intervene between property owners' insurance companies to address costs incurred in fixing any damages. It was discussed that the fault of the damage lies with multiple parties, the upstairs owners for the faulty pipe and the association for the community pipe, and it is difficult to tell which should foot the bill for restoring her unit. Anne met with Matt and Miriam to discuss further action and had a meeting set with Frank the next morning.

Jackie Brathwaite. Jackie has a leak in her ceiling near a light fixture in a hallway and has checked with the above neighbor to make sure repairs were not necessary on their end. When she was investigating the source of the leak, she found what looked like water damage on the brick walls in the stairwell. She is going to report both issues to Riddell, copying the board on the correspondence.

Phil and Laura Groening. Their shared water heater was leaking down the staircase. Kidco Plumbing came out but didn't have the parts to do the fix. Scott tightened the bolts and seemed to have deterred the leak at the time of the meeting.

Adjournment

The meeting was adjourned at 9:15 pm EDT.

Action Items

1. Board: Provide AAA trash holidays to put in newsletter.
2. Board or Riddell: Research the costs of CFL for use in lights that are lit continuously.
3. Riddell: Provide violation letters in board packet so that the board can notify the Covenants Committee of the letters that have been sent.
4. Board: Review submitted covenants violations. Address them and send a response back to the Covenants Committee.

5. Board: Review parking regulations.
6. Board: Create an article for the newsletter educating the community about the covenants.

Attachments

None.

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Thursday, June 21, 2007**Call to order:** 7:05 pm EDT**Location:** Woodwinds Pavilion**Attendees – Board, Management, Service Providers**

✓	Name	Position
✓	Patrick Shagena	President
✓	Sharon Brooker	Vice-President
✓	Eric Orr	Treasurer
✓	Julie Clark	Secretary
✓	Teri Jaeger	At Large
✓	Frank Miller	Property Manager, Riddell Management Services

Attendees – Members

Name	Address	Phone	Email Address
Jackie Brathwaite	11612 ISC #101	703-860-2385	jakegus@aol.com
Matthew & Miriam Brodie	11620 ISC #200	703-955-1361	Mbrodie1@hotmail.com
Anil & Colleen Pinto	2112 GWW #100	202-256-5164	anil.pinto@gmail.com

Approval of Minutes

The minutes for May 1, 15 and 17 were approved. Only the minutes for the May 15 meeting were included in the board packet, but because the board had reviewed all of the minutes, they were all approved.

Review of Action Items

The action items were handed out but not reviewed.

Inter-Meeting Decisions

The Inter-Meeting Decisions were not reviewed.

Management Agent Report

Special Assessments. Frank asked whether special assessments were covered in the mortgage packet. Language for special assessment was discussed; Frank noted that it could read, "a special assessment is contemplated pending results of the reserve study". Since the reserve study is incomplete, it is difficult to determine how much will be needed to cover financial shortfalls, the exact status of balcony problems and the extent of rotting wood.

Update on 11620 ISC Balcony. Frank updated the attendees on the balcony above 11620 ISC unit 101. Frank and Cutting Edge inspected and tested the second and third floor balconies and utility closets, determining that leaking may be caused by unsealed closets. Cutting Edge is working on sealing and waterproofing these utility closets.

Plumbing Leaks. Frank asked for a history of the amount of leaking due to plumbing disrepair. Teri noted that it seemed high last year due to clogged or broken condensation lines but that this year's leaks are a new development and could be due to the age of the plumbing. Another common issue is pin-hole leaks; these can be patched, but involves shutting down the water in the entire building. It was noted that with pipe leaks, plumbing and drywall expenses should be charged to plumbing repairs in order to know the total plumbing cost. This allocation needs to be consistent throughout the year.

Air Conditioner Condensation Drains. Frank noted that the community should know that the drains need maintenance and suggested that the association should take responsibility for maintenance, similar to the chimney inspections in the town homes. However, since the repair and maintenance of air conditioners is the unit owner's responsibility, it is not paid for by the association and maintenance should not be mandated by the association.

Various and Sundry Repairs. Frank noted that nearly all units need to have drywall repair, but that some have replaced drywall on their own. Regarding asphalt repairs, it was noted that not all of the problems were fixed, asphalt pieces remain on property grounds and the painting of the repaired sections was inconsistent. Frank said that if the community were to pile up asphalt pieces from the grounds that he would arrange for it to be removed. More painting is needed for speed bumps, crosswalks and step edges. Frank will walk through the community and develop a list of areas that need painting.

Erosion. The main area of concern is concentrated behind Patrick's unit and it is a community responsibility. Frank discussed a fix that will extend rip-rap, install a stone river swale and smaller stone swales parallel to firewalls. It was noted that Nicki Foremsky, the RA Watershed Manager, will need to be involved in any fixes. There is not enough context to develop a proposal; the erosion ad hoc committee needs to be involved in this process. Frank said that he would obtain a proposal from erosion specialists.

Interior and Front Entry Doors. Frank noted that some of the interior and front doors are in disrepair. It was noted that doors and hinges were replaced in February or March of 2005. Attendees discussed whether door stops or hooks should be used on fire doors. While this violates fire code, it may decrease the deterioration of doors and hardware resulting from their being propped open in many different fashions. It was discussed that an item for the newsletter could read that doors should only be propped open from the base, and not at the hinges and that this notice could also be placed on fire doors.

Building Relamping. Frank brought up relamping the buildings with compact fluorescent bulbs which can last from five to six months in order to decrease the time and expense that is currently spent on replacing burnt out bulbs. It was noted that the bulb life could be tracked with a trial building for approximately 24 bulbs. The exact expense and the correct types of bulbs needs to be investigated.

Virginia Power work order. The work order for the community has been repeatedly cancelled because it was incorrectly determined that the order involved privately owned lights. The manager reinstated the work order the week of the meeting.

Contact Log

Tim Bostic's (2102 GWW #301) roof leak should be covered under the 3-year warranty, which should be checked first for all third floor units.

Debbie Bartello's (2122 GWW #200) complaint about unit 100's use of a grill was discussed. Frank noted that he had not received other calls from the building but a letter was sent. The Board asked Frank to include all correspondence to residents in future board packets.

Community Member Concerns

Jackie Brathwaite. Jackie asked about the status of the wet brick on the third floor of 11612 ISC. The issue still needs to be addressed.

Anil Pinto. Anil asked about the leak that may be a result of a crack in the foundation of their unit (2112 GWW #100). Frank took the complaint information from him as they had not yet reported the issue to Riddell.

Financial Report

Woodwinds Financial Review. Patrick deferred the Treasurer's Report until later in the meeting. Frank was called away before the finances were to be discussed. In lieu of discussion, Teri provided him and the board with a table of questions and comments, as well as some still unresolved questions relating to previous months' finances. Teri asked Frank to review the items and provide answers (or explanations for inability to provide answers) by 1 July.

Old Business

Changes in Ownership. Responding to a board request for changes in ownership or tenancy be provided retroactively to February 1, Frank provided the board with a list of changes in ownership/tenancy.

Utilities. Responding to a board request for financial information on utilities, Frank provided the board with a document detailing units' water use and charges from December, 2005 to March, 2007.

New Business

None.

Executive Session

Teri made a motion, which was seconded by Patrick and approved, to hold a closed session to discuss the leak problem of 11620 ISC units 100 and 200. Following the closed session, the open meeting was reconvened. It was announced for the record that:

1. No conclusions were made on the expense liability of the unit owners and the association.
2. Invoices for actual expenses need to be submitted to the board by all parties.

Adjournment

The meeting was adjourned at 10:00 pm EDT.

Action Items

1. Frank: Include all correspondence sent to residents in board packets
2. Teri: Reconstruct the history of plumbing leaks
3. Frank: For pipe leaks, Kiddco and related drywall expenses, charge to plumbing repair or the local plumbing cost to be apparent; keep this consistent throughout the year.
4. Frank: Get proposal from erosion specialists; we don't have enough context to put together a proposal. The ad hoc committee (Teri, Eric, Jackie, and Suzanne) needs to be involved.
5. Frank: Research types of bulbs for relamping buildings in terms of efficiency and cost effectiveness.
6. Board: Pile asphalt chunks. Frank: Cart away piles of asphalt from grounds.
7. Communications Committee: Create newsletter item on how to prop open common element doors.
8. Frank: Address the handout of financial questions/comments by either reflecting them in the July board packet or getting back to Teri or Eric by July 1.
9. Obtain invoices for Rae & Brodie issue in order to calculate total expenses.

Handouts

- May financial questions
- Covenants violation list
- Move-in Report
- Action Item list
- Water spreadsheet

Attachments

None

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Thursday, July 12, 2007

Call to order: 7:05 pm EDT

Location: Woodwinds Pavilion

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Patrick Shagena	President
✓	Sharon Brooker	Vice-President
✓	Eric Orr	Treasurer
✓	Julie Clark	Secretary
	Teri Jaeger	At Large

Attendees – Members

Name	Address	Phone	Email Address
Martin Breslow	2104 GWW #300	703-758-0915	Mbreslow2@comcast.net
Jackie Brathwaite	11612 ISC #101	703-860-2385	jakegus@aol.com
Jim Murch	11604 WBC	703-477-7968	Jmurch2004@yahoo.com
Katalin Vaughan	11612 ISC	703-476-4814	zencon@comcast.net
Judith Amstutz	11616 ISC #201	703-264-0454	warriorjudi@verizon.net
Suzanne Wolfe	11609 WBC	703-615-2054	ladyorena@gmail.com

Committee Reports (committee representative)

Covenants (Judith Amstutz)

A list of community violations was provided to the board to take action on. It was noted that feedback from Riddell or the board to the committee about violation letters and resulting resident responses would be appreciated.

Landscaping (Suzanne Wolfe)

Work is continuing on the list of approved plants for the community.

The community has been assessed to determine whether there is a gypsy moth problem. More areas need to be covered to finalize this; however, only one area so far as been identified with moths. Fairfax County provided aerial spraying and Blade Runners offered an additional spray for free and will do so when they are given the go-ahead. It as decided that

identified moth larvae should be removed for the sake of the community. Suzanne is working on a form to send to Fairfax County on the number of eggs and affected trees.

Regarding tree trimming, trees over 10 feet that need trimming have been serviced. Additional trimming is not authorized under Blade Runners' contract and would need to be authorized separately under the Tree Care budget line item.

The committee is continuing to work on the long-term landscaping plan.

Judith Amstutz asked whether all landscaping requests had been approved because the list currently posted online dated back to May. The board responded that the list had not been recently updated and it was agreed that no outstanding landscaping requests remained. Judith disagreed that all requests were granted and noted that such disagreements were the reason that two of the Landscape Committee members had resigned.

Patrick proposed a motion that two additional members of the Landscape Committee be removed for disciplinary actions, Eric seconded the motion and it was approved. The board mentioned the possibility of creating codes of conduct for board and committee members to follow in order to participate.

Patrick proposed a second motion that the Landscape committee be given the discretion to streamline the landscaping request process by allowing the committee (co)chair to directly grant permission to residents' requests to plant anything from the approved list in an existing bed. It was noted that requests for hardscaping or planting in non-existing beds still need to follow the documented request process. Sharon seconded the motion and it was approved.

Parking (Patrick Shagena)

Patrick has been editing the regulations he was provided by the committee. The board needs to meet to finalize the regulations soon.

Communications (Martin Breslow)

The committee delivered and posted the list of Board Meetings; he noted there are 56 places to deliver such items to (although this number could decrease by excluding those who receive electronic information via the Woodwinds Homeowners Yahoo group).

A draft of the next newsletter was circulated for editing.

Reserve Study (ad hoc; Katalin Vaughan)

Reserve study proposals from three companies were submitted and reviewed. It was recommended that PM+ would be used. Their proposal was the most detailed, they offered to explain the benefits of the reserve study to the community, the president of the company was very involved throughout the proposal process, and they submitted examples and lists of (very positive) references. Their fee would be \$4900 with photos or \$4400 without. Katalin also provided a book to the board on reserve funds for community use.

Maintenance (Richard Williams)

No report was provided.

Unit Survey

Not discussed.

Erosion (ad hoc)

Not discussed.

Community Member Concerns

Judith Amstutz. Judith asked if vines were cleared from behind the carports; it appears as if they had. Others agreed about the change in appearance but did not know of any clearing that was done. Judith also asked whether dead wood and railroad ties would be removed from behind units and if ivy is removed from trees and masonry. The board responded that trimming would be done on an individual basis, possibly on a future community clean-up day but this is not part of the Blade Runners contract.

Judith requested that language from the May 24 Landscape committee meeting be changed; the board approved the change.

Judith asked whether Blade Runners provides stump removal for 2 pine stumps near South Lakes. It was discussed that an arborist should be consulted, especially regarding dead limbs and trees, and to get a quote for all affected areas which could then be prioritized based on cost.

Adjournment

The meeting was adjourned at 9:03 pm EDT.

Attachments

Action Items:

1. Board: Update Process for Submitting Requests to reflect the decision that the (co)chair of the Landscaping Committee can approve requests to plant from the approved plant list in existing beds without the board's approval.
2. Sharon: Send out updated draft of the community newsletter.
3. Patrick: Send out edited parking regulations to the board for review.
4. Landscaping Committee: remove gypsy moth larvae from identified tree.
5. Board: take action on list of covenant violations.
6. Landscaping Committee: Consult arborist about dead limb/tree removal for each affected tree.
7. Board: Move forward with PM+ for reserve study.

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Tuesday, July 31, 2007

Call to order: 7:06 pm EDT

Location: Reston Public Library

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Patrick Shagena	President
✓	Sharon Brooker	Vice-President
✓	Eric Orr	Treasurer
✓	Julie Clark	Secretary
✓	Teri Jaeger	At Large
✓	Frank Miller	Property Manager, Riddell Management Services

Attendees – Members

Name	Address	Phone	Email Address
Jackie Brathwaite	11612 ISC #101	703-860-2385	jakegus@aol.com
Anne Rae	11620 ISC #100	703-477-7968	Anne_rae@msn.com
Suzanne Wolfe	11609 WBC	703-615-2054	ladyorena@gmail.com

Approval of Minutes

The minutes for June 7 and 21 were approved.

Financial Report

Budget Adjustment (July 31, 2007) Teri moved and Eric seconded the adoption of a new budget (attached). The board approved and Eric will post to the website.

Fee Correction. Teri asked Frank to correct the fee for Andy Palmer at 11604 Ivystone Court from \$269 to \$267, notify him of the change, and credit his account back to January 2006. Patrick seconded the motion and the board approved.

Request for Audit Paperwork. Eric handed the request to audit paperwork for Patrick to sign. He has not received an electronic copy; Frank provided him with a draft.

Line Item Numbers. Patrick asked if line item numbers were provided to Eric or Teri for invoices. Frank responded yes.

Delinquencies. Teri asked Frank if he had a total number for fee delinquencies and noted that most go back to February. Frank responded that many were not paying late fees and late fees were waived in February during the transition from TWC to Riddell. Notices were sent in February, March, and May and money is being received.

Move In Fees. No new residents moved in in June; new renters moved in and the unit owner paid the fee.

TWC Bank Statements. Teri asked Frank if the board could receive February, March, and April TWC bank statements. Frank had previously asked for them and will check to see if he has them.

Miscellaneous Expenses. Teri asked Frank if he had details for miscellaneous expenses similar to those that TWC provided. Frank responded that he did not.

Gas Utility Overpayment. It was asked if the community overpayment for gas could be applied to other accounts or if a refund is possible. In Frank's experience, he had negotiated a refund with another community and said he will try to do the same for us.

Disparate Water Charges. It was noted that there are rather extreme differences in billed water usage between buildings and asked whether this variation is the result of real differences in water usage between the buildings, represents a billing error, or is evidence of an undetected water leak. Frank responded that he thinks that they are not since they fluctuate month to month and that the only way to know if there is any slippage would be to shut down the buildings' supplies and check to see if the meter is still running. He also noted that peak demand fees are not fixed.

June Balance Sheet Memorandum. The board approved the June Balance Sheet memo provided in the meeting packet.

New Business

Maps and Architectural Plans. Teri asked if any maps or plans were provided to Frank by TWC. He responded that he was given a community layout but did not find any rolled plans, despite the fact that Teri has seen Kim from TWC with rolled plans a couple of years ago during a meeting.

Balcony Leaks. Frank asked what the status of the Clark (11620 ISC #101) leak was. Julie responded that the latest fix did not work and the leak was occurring at the same rate. EV Air would provide an engineering solution but there is not concrete evidence that this solves the problem and some replaced balconies have needed further attention by sealing the railing supports. Only the units who have called in have resulted in this sealing.

Trash Concerns. Trash violation letters need enough detail for residents to know what behavior violated the regulations. Teri asked Frank to inquire about AAA recycling to be picked up on a different day to decrease the amount of bags left after both trash and recycling have come through the community. Teri also noted that a community education campaign about what is recyclable would benefit residents.

11612 Ivystone Court. The top level interior bricks are still wet; it is not clear if this is from the roof. Frank will follow up with Cutting Edge to check on it.

Condensation Line Leak. Ned Hickey was told that he needed board approval for fixing his condensation line. This was a misunderstanding by the receptionist.

Smoke Detectors. 2110 Green Watch Way smoke detector battery needs replacing. Frank Talbert called but he may have called Frank directly instead of going through Sandy. It was noted that smoke detector batteries have been replaced every fall and that this should continue.

Key safes. Of the three community key safes, two are in place. The key safes are used by contractors that are given the combination, with Riddell noting the unit number for the request, and are told to return the keys or pay a \$75 fee. 2100 Green Watch Way has a broken key safe and it needs to be removed. Frank responded that he will send an email regarding which buildings and which utility closets contain key safes.

Procedure. Teri asked for all correspondence to be included in board packets from this point forward for the board to know when residents may be attending meetings in response to violation letters. Any personal identification information should be removed prior to posting.

Hot Water Temperature. Richard Williams contacted Teri about the temperature of his hot water, specifically in his kitchen. Frank had not received any other complaints. TWC had told the board that the water heaters were set at 130° for the water to be at the proper temperature by the time it reached the units. Frank will confirm that the temperature settings for the water heaters are within the optimal range depending in the distance the water travels to the units.

Watering of Annuals. The Landscaping Committee was watering annuals but the hose was shifting. They asked for input on how to move forward and whether or not they could use landscaping funds to store and move hoses used for watering of community beds.

Management Agent Report

Contact Log. Email contact is not kept in the same manner as phone contact. Residents should be told to call instead of email and that they can ask for contact verification. It was also noted that residents should make sure that they have the correct email address for Riddell (riddellmgt@hughes.net).

Compact Fluorescent Lamps. Frank investigated whether using CFLs will last just as long as incandescent bulbs for our usage levels so they would not be more cost effective than 130-volt incandescent bulbs.

Relamping. Frank will replace 3 buildings' bulbs with 130-volt bulbs to test their staying power, keeping track of failures and how long they last. Riddell would like to replace one building at a time instead of continuously needing to replace bulbs across the community. He also noted that some bulbs may fail due to power surges.

Tree Service Proposals. JL Tree Service provided Riddell with two proposals for removing dead limbs and trees, trimming, and chipping all brush and debris, hauling away wood and cutting stumps as low as possible. The board approved going ahead with the proposals. Suzanne noted that she will forward Frank a Landscaping Committee list of areas that need attention.

Community Member Concerns

None presented.

Action Items:

1. Eric: Post approved July 31, 2007 budget on website.
2. Frank: Correct fee for Andy Palmer, 11604 Ivystone Court, from \$269 to \$267, notify him of the change, and credit his account for overpayment back to January 2006.
3. Frank: Provide TWC bank statements for Feb/Mar/Apr to the board.
4. Frank: Ask AAA about different day for picking up recycling.
5. Frank: Call Ron/Cutting Edge regarding moisture on interior bricks of the third floor of 11612 Ivystone Court.
6. Frank: Email board regarding which buildings and which closets contain the key safes.
7. Frank: Confirm hot water heater temperature setting to assure that they are within the optimal range.
8. Frank: Replace three buildings' light bulbs and track their failures.
9. Suzanne: Provide Frank with a list of Landscaping Committee areas that need attention.

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Thursday, August 9, 2007**Call to order:** 7:02 pm EDT**Location:** Woodwinds Pavilion**Attendees – Board, Management, Service Providers**

✓	Name	Position
✓	Patrick Shagena	President
✓	Sharon Brooker	Vice-President
	Eric Orr	Treasurer
	Julie Clark	Secretary
✓	Teri Jaeger	At Large
	Frank Miller	Property Manager, Riddell Management Services

Attendees – Members

Name	Address	Phone	Email Address
Marty Breslow	2104 GWW #300	703-758-0915	mbreslow2@comcast.net
Judith Amstutz	11616 ISC #201	703-264-0454	warriorjudi@verizon.net

Approval of Minutes

The board had no minutes to approve.

Inter-Meeting Decisions

The Inter-Meeting Decisions were not reviewed.

Committee Reports**Communications**

Martin Breslow reported one member of the committee had resigned. The Committee is waiting for board approval of the draft July newsletter. The Board discussed that the newsletter distribution will be bundled with the distribution of the draft, revising parking regulations

Parking

President Shagena reported that the board is nearly finished with the draft, revised parking regulations. He set a deadline of August 23 for the parking regulations to be in a form such that the Board could approve the distribution with the newsletter by August 27.

Landscaping.

Teri Jaeger presented a summarized version of the written report that Chair had submitted earlier in the day. The Committee is carrying out its plan to supplement the watering of annuals planted at the community's entrances. Committee members are transplanting annual from the corner of Green Watch Way to the Soapstone entrance at Green Watch Way to fill in where plants have died.

Blade Runners has begun sending electronic receipts for work performed to the committee chair.

The Committee continues to discuss long-range plan for the community to use more perennials. The grass seeding project is on hold until the weather is better.

A question from the Committee to the Board is to investigate trees of concern that are beyond the scope of the proposal that the board approved at its last meeting. In addition, the Committee should make sure the markers are on the appropriate trees. One community member reported that she thought vandals had moved one of the markers.

Covenants.

The Chair resigned; no committee report.

Maintenance

No committee report.

Community Member Concerns

Judith Amstutz Ms Amstutz asked about the status of a letter sent to the owner of unit 11616 ISC #101, where a sofa has been on the patio for quite some time. She also raised the question of action taken on previously submitted covenants violations. Two actions were assigned from the discussion: President Shagena would direct the managing agent to send a cure notice letter to 11616 ISC #101 regarding removal of the sofa from the patio; Vice President Brooker would following up on the existing lists of violation notices, i.e., recommending that the managing agent send letters (or not) if the violations had been corrected.

NOTE: As of the writing of these minutes, President Shagena directed Riddell to send a letter to 11616 ISC #101 regarding the sofa, Vice President Brooker sent a list of recommended violations notices to the Board for approval, and communication to the managing agent.

Ms Jaeger noted that going forward with any type of violation fee notices, the Board should be in compliance with the Virginia Condo Act, which stipulates that if a Board is

assessing a fine, letters should either be send via registered mail (return receipt) or hand-delivered into the hands of the party being solicited. See below:

B. Before any such suspension or charges may be imposed, the unit owner shall be given an opportunity to be heard and to be represented by counsel before the executive organ of such other tribunal as the condominium instruments or rules duly adopted pursuant thereto specify.

Notice of such hearing, including the charges or other sanctions that may be imposed, shall, at least fourteen days in advance thereof, be hand delivered or mailed by registered or certified United States mail, return receipt requested, to such unit owner at the address or addresses required for notices of meetings pursuant to §55-79-75.

In answer to a question from Ms Amstutz, President Shagena replied that the Board will continue to accept violation notices from members of the Covenants committee or the community at large.

Adjournment.

The meeting was adjourned at 7:41 EDT.

Attachments:

None.

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Thursday, August 23, 2007**Call to order:** 7:04 pm EDT**Location:** Reston Public Library**Attendees – Board, Management, Service Providers**

✓	Name	Position
✓	Patrick Shagena	President
✓	Sharon Brooker	Vice-President
✓	Eric Orr	Treasurer
✓	Julie Clark	Secretary
✓	Teri Jaeger	At Large
✓	Frank Miller	Property Manager, Riddell Management Services

Attendees – Members

Name	Address	Phone	Email Address
None			

Approval of Minutes

The minutes of the August 9 board meeting were approved.

Management Agent report

Virginia Power. They have not done the work that Frank thought they had. They still insist that the work order contains privately owned lights. Teri asked which of the 43 non-metered watch lights are owned by them and what do we pay? Frank responded that they report we pay a set fee for electricity. The only way to identify which lights are metered would be to physically turn them off. Frank will bring in the Fairfax County Board of Supervisors.

Broken Globe. Frank will look into obtaining a globe to replace the broken globe. It was noted that a plastic globe may suffice but that collars for the globes varied and the size would need to be checked.

Trees. More were found and added to the list of dead trees or those with dead limbs. Because not all of them have been identified, Teri asked Frank to develop an inclusive list, tag all of the trees, get an estimate of cost, and submit it to the board. He responded that he would walk through with the contractor (Kurt) by next week (August 31) and that we would

need to prioritize depending on the quoted cost and any discounts that may be received for minimizing the number of days on site or the number of visits by the contractor.

Relamping. Frank replaced 3 buildings' bulbs with 130-volt bulbs to test their longevity and is keeping track of failures and their life spans.

2120 GWW #300. Water runs down the roof, gutter, and the building leaks into both floors. Residents state that this has only occurred after the roof replacement. The board asked Frank to confirm this again with the residents. He has not heard similar complaints from others. Cutting Edge has replaced the rain guards but this did not stop the leaking. It was discussed that the leak must be somewhere within the window system between the frame and the brick. Frank does not think this is a flashing issue and noted that the gutters used are the largest ones available.

11620 ISC #101. Both Ron from Cutting Edge and Frank have ideas on how to move forward with this leak but no work has been done since July. It was reported that the contractor did not seal all the way across the door jamb on the balcony above this unit. It was suggested the Cutting Edge and Frank should try one more fix before moving forward with completely replacing the balcony. Frank and the board discussed the cost differential in balconies are replaced in batches. It was also noted that Woodwinds did not need to stay with EV Air for the fix since it was a relatively expensive and time-intensive fix, but that they have knowledge and experience with our balconies. The board directed Frank to bring Ron out next week (by August 31) to assess the situation.

11603 WBC. The balcony railing is loose. It was found to be rotting and Cutting Edge will stabilize it.

2116 GWW #200. Need to inspect the balcony but have not been granted access. Frank and Cutting Edge will enter the balcony from the outside after notifying the resident in advance that work will be done there.

2112 GWW. The tenant made an emergency call that water was coming up through the floor. The plumber found that the supply line in the hall bathroom had been leaking for some time and that the leak was the owner's responsibility.

2100 GWW #100. Following up on a complaint about mold, none was found. Although there were cracks in the kitchen and the bathroom has split tape, no leaks were found in either location. The reported water on the carpet by the sliding glass door may be from the dogs in the unit and not from leaking. Frank will conduct a follow-up visit. Additionally, Fairfax County told her she had too many dogs. This regulation should be incorporated into our by-laws.

11606 ISC. Frank gave Cutting Edge the go-ahead to seal the window around the front door to stop leaking.

New Business

Rodents. Patrick reported that he asked Phil Groening if he would be willing to set live traps for areas that have reported rats. He agreed. It was also noted that RA suggested that the property be evaluated for potential rodent problems.

Landscaping Committee Hose Reels. The board voted and approved hose reel purchases less than \$150 with Landscaping Committee funds.

Old Business

11612 ISC. The wet bricks in the stairwell were due to seam problems in the aluminum cap on the firewall. This should be covered under the roof warranty if the roofers replaced the caps. Frank will challenge the bill when he receives it.

Financial Report

Delinquencies. Two major delinquencies were turned over to collection; one more may be added to the list. Last Notices were sent to those owing more than \$500; the next step is with the attorney. The board approved turning over the delinquencies to an attorney. All residents with 30-, 60-, or 90-day past due accounts have been sent notices. The board instructed Frank to accelerate first, then send to an attorney. It was noted that, legally, those with delinquencies lose community rights (e.g., parking – should be towed by Henry's; voting at the annual meeting.)

Gas Overpayment. Washington Gas will refund the \$2700 that was overpaid. The check has not yet been received.

New Year's Expenses. It was discussed that service providers should be contacted to obtain next year's fees to start the budget planning process. Frank noted that Woodwinds can expect AAA to have a landfill fee increase in July which sometimes results in an increased fee on our end. It would be reasonable to budget a 4% increase to cover this. Frank handed out Blade Runners' bid for 2008.

Special Assessments. Frank asked the board for a statement on special assessments to provide to residents. It needs to be noted that a special assessment would not alleviate the need for a fee increase at least to match the cost of living and fuel cost increases. There needs to be a community question-and-answer meeting regarding the budget, the reserves, and any shortfalls.

Investment. Frank notes that the invested money is at a promotional rate until September. It was noted that \$60,000 should be kept in checking and any additional funds should be moved to the money market account short-term and to a CD long-term. Frank will move \$40,000 to the money market account.

Reserve Study. Frank was notified that PM+ will conduct the reserve study and was asked to move forward with the study.

Community Member Concerns

No community members were present.

Executive Session

No executive session was held.

Adjournment

The meeting was adjourned at 9:02 pm EDT.

Attachments

Handouts

1. Blade Runners 2008 Landscape Management Proposal.

Action Items

1. Frank: Involve the Fairfax County Board of Supervisors in our disagreements with Virginia Power over which watchlights are owned and maintained by them.
2. Frank: Obtain a new globe for the neighborhood light with a broken globe.
3. Frank: Confirm with the Groenings that the water leaking has only occurred after the roof work last year.
4. Frank: With Ron from Cutting Edge, assess the leak in 11620 GWW #101 again to determine what steps need to be taken by August 31.
5. Frank: With Cutting Edge, gain access to the balcony of 2116 GWW #200 to assess request for work done. Make sure resident knows in advance that there will be workers on the balcony.
6. Frank: Revisit Sylvia' Brookover's unit (2100 GWW #101) regarding reports of mold and leaking.
7. Board: Incorporate Fairfax County regulation about the number of animals allowed in units into the Woodwinds by-laws.
8. Frank: Challenge the bill for fixing he seam problems in the aluminum cap of the roof materials over 11612. If the roofers replaced the caps, they should be covered under the warranty for this work.
9. Frank: For the residents having accounts over 90 days past due, accelerate collection attempts, then send to an attorney.
10. Frank: Move \$40,000 from the checking account to the money market account.

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Monday, September 17, 2007

Call to order: 7:01 pm EDT

Location: Reston Public Library

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Eric Orr	President (elected)
✓	Sharon Brooker	Vice-President
✓	Teri Jaeger	Treasurer (elected)
✓	Julie Clark	Secretary
✓	Suzanne Wolfe	At Large (elected)
✓	Frank Miller	Property Manager, Riddell Management Services

Attendees – Members

Name	Address	Phone	Email Address
Jackie Brathwaite	11612 ISC #101	703-860- 2385	jakegus@aol.com

Board Vacancies

After the resignation of Patrick Shagena, a vacancy on the board was announced. Suzanne Wolfe accepted the board's appointment of her for the vacancy.

Officer Elections

The board elected Eric as President, Teri as Treasurer, and Suzanne Wolfe as At-Large. It was noted that if community members wanted to express concerns, they would be given two minutes each to do so. No concerns were presented.

Approval of Minutes

The minutes of the June, July, and August board meetings were approved (in some cases reapproved). Julie will send the approved minutes to Frank.

Financial Report

Funds Transfer. Frank reported that he had transferred \$40,000 from the checking account to the money market account.

2008 Contracts. Frank noted that next year's rates for contracts were sent to the Treasurer via email.

Eric and Teri will work on the 2008 budget and will let Frank know if any more information is necessary.

Frank noted that he received a proposal for a new pest control company (SSS). A paper copy was provided to Sharon and Frank will forward this to Eric and Teri electronically.

New Business

Correspondence. Not reviewed.

11620 ISC #101. Frank reported that Ron Torkas from Cutting Edge visited the day of the meeting and found a crack in the mansard above the sliding glass door. Ron will come back on Friday at 7:30 to assess and repair the crack.

2120 GWW #301. Frank reported that he has not gotten in touch with them about their leak and will do so in the next few days.

Watchlights. Frank put off contacting the Fairfax County Board of Supervisors because Virginia Dominion Power had started repairing watchlight elements. Dominion has replaced a fixture and a globe; they noted that older fixtures may be hard to fit with new globes.

The watchlight with the cracked globe does not have a VEPCO plate. Frank said he would have Cutting Edge replace the globe with the globe in the second level utility closet in 2102 GWW. Eric will send the list of watchlights and their labels to Frank for his records.

Some of the lights that Dominion reports are billed at a fixed rate may also be on meters. Riddell and the board need to have Dominion take responsibility for their lights. Those that are not Dominion lights will need to be serviced by an outside electrician.

2116 GWW. The balcony railing needs carpentry work. Frank reported that the tenant is difficult to reach and that he has not been able to find a ladder to access the balcony from the outside. He will visit with Cutting Edge who has a large enough ladder to access the balcony and assess the complaint.

11612 ISC. Regarding the same repair on the roof, Frank has not received a bill.

11620 ISC #100 and 200. Regarding the repairs between the two units, both parties have involved their insurance companies. Woodwinds will not charge unit #200 for the plumbing charges and will not be involved further.

Newsletter. The board agreed that the newsletter needs to be finished and distributed. An additional notice about strict enforcement of leash and waste pick-up regulations for dogs will be included, noting that violations will result in a \$50 fine.

Parking regulations. The parking regulations need to be completed. Wording about commercial vehicles needs to be changed so that they will be allowed on a case-by-case basis with board approval. Sharon will make changes to the latest draft of the regulations based on the conversation above and comments made over email.

Covenants Violations. The sofa previously on the patio of 11616 ISC was removed September 4. Fees will be enforced until the date of removal.

Frank will close the loop with the covenants committee about violation letters.

Old Business

Reserve Study. Frank reported that the reserve study with PM+ will start soon but it may be 30 days or so before we receive a report. Frank noted that he would like PM+ to speak to the board about the community's repair history and any relevant documentation. PM+ needs a copy of the prior reserve study; it was noted that part of the 2003 ETC study was deficient and needs to be updated before providing it to PM+. Frank will talk with them this week about the community's background. The possibility of PM+ coming to the annual meeting was discussed; however, it was noted that the study and Woodwinds' analysis of the study may not be complete enough by then to deal with how we want to receive needed funds from the community.

Annual Meeting. Preparation for the 2007 Annual Meeting should begin soon. The board will provide Frank with a copy of documents used for the 2006 meeting to use as a template. Frank offered to put together the necessary information. In other annual meetings he has attended, the President presided, other board members were members of the community, and they would abide by *Robert's Rules of Order* and follow the agenda. Frank offered to run the meeting and will meet to discuss this. It was noted that we need to secure a place for the meeting, possibly the community center, for either then Tuesday, November 13, or Thursday, November 15, to avoid holding the meeting during the week of Thanksgiving, as noted in the by-laws.

Management Agent Report

2104 GWW #201. Resident reported that the balcony did not drain. Cutting Edge is going to repair. Resident has also requested parking passes. Frank has located passes and noted that there are multiple passes with the same number. It was decided that passes will be provided to residents with the same tag number. Frank will send Ms Domagala 2 permanent passes and 2 guest passes with the same tag number.

11644 ISC. Caulk is needed by exterior doors and at the edge of the concrete slab. Frank turned this over to Cutting Edge.

Relamping. Frank will replace 3 buildings' bulbs with 130-volt bulbs to test their longevity, keeping track of failures. Riddell would like to replace one building at a time instead of continuously needing to replace bulbs across the community. He also noted that some bulbs may fail because of power surges.

Tree Service Proposals. JL Tree Service provided Riddell with two proposals for removing dead limbs and trees, trimming and chipping all brush and debris, hauling away wood, and cutting stumps as low as possible. The board approved going ahead with the proposals. Suzanne noted that she will forward Fran a Landscaping Committee list of areas that need attention.

Committee Reports

Because of meeting cancellation earlier in the month, committee reports were given if members were present.

Landscaping Committee (Jackie Brathwaite). Blade Runners have tilled and seeded areas around the community. Residents need to be notified that watering (using a mist setting on a nozzle) is needed, daily if possible. The committee drafted a notice to include in the upcoming newsletter.

A schedule has been put in place for watering of the annuals. Hoses used for this purpose now have reel containers but the hoses still need to be attached. Regarding fall display plantings, a question was posed whether this is under contract. It is and will not be specially requested.

The board provided the committee the 2008 Blade Runners contract for them to review and identify any areas the community could undertake to reduce the contract price.

The committee requested more board involvement regarding leash and waste removal for residents' dogs.

It was noted that the soaker hoses need to be tested and that this task can be handed over to the Maintenance Committee. The committee asked the board for permission to buy more nozzles. Eric moved to approve, which was seconded by Sharon and approved by the board.

Executive Session

An executive session was called to discuss fee delinquencies.

Adjournment

The meeting was adjourned at 8:22 pm EDT.

Attachments

Action Items

1. Julie: Send approved minutes to Frank.
2. Eric & Teri: Work on 2008 budget and notify Frank if more information is needed.
3. Frank: Forward SSS pest control proposal to Eric & Teri (paper copy was provided at meeting)
4. Frank: Get in touch with the Groenings about their leak.
5. Frank: Have the globe located in 2nd level utility closet at 2011 GWW to replace the cracked globe on WBC.
6. Eric: Send Frank the list of watchlights and how they are labeled.
7. Frank: Talk to PM+ to start the reserve study process this week.
8. Board: Find paperwork from the 2006 Annual Meeting for Frank to use as a template.

9. Frank: Create 2007 Annual Meeting paperwork based on the attached for residents to receive 2 weeks prior to the meeting.
10. Frank: Check to see if community center has space for the annual meeting on the second Tues or Thurs of November (13th or 15th).
11. Frank: Provide Amy Domogala with parking passes (2 resident, 2 gues) of the same number.
12. Landscaping Committee: Draft notice about actions to take regarding the reseeding to be posted or included in newsletter.
13. Landscaping Committee: Review 2008 Blade Runners contract to see if any of the line items can be taken care of be the community.
14. Sharon: Update the parking regulations based on the latest copy from Patrick and Teri's comments.
15. Frank: Close the loop with the Covenants Committee about violation letters that were sent out.

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Monday, October 11, 2007

Call to order: 7:05 pm EDT

Location: Woodwinds Pavilion

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Eric Orr	President (elected)
✓	Sharon Brooker	Vice-President
✓	Teri Jaeger	Treasurer (elected)
✓	Julie Clark	Secretary
	Suzanne Wolfe	At Large (elected)

Attendees – Members

Name	Address	Phone	Email Address
Ellen Bernard	11656 ISC	703-919-7550	Ellen.bernard@baesystems.com
Patrick Shagena	11646 ISC	703-785-7222	patsverizon@yahoo.com

Board Vacancies

The board vacancy will be filled by appointment. Suzanne Wolfe was appointed.

The Board elected officers: Eric Orr as President, Sharon Brooker as Vice-President, Teri Jaeger as Treasurer, Julie Clark as Secretary, and Suzanne Wolfe as At Large.

The annual meeting will be held on Thursday, November 15, at Reston Association's Glade Community Room (11550 Glade Drive, Reston, VA 20191) from 7pm to 9 pm. Notices will soon be sent to the community.

The 2008 budget is being drafted and the reserve study is starting, with PM+ personnel expected on-site next week.

Committee Reports

Communications. The newsletter is being assembled for distribution. Kitty Bernard noted that she would be happy to support the newsletter with ad placement.

Parking. The updated parking regulations are ready to be distributed to the community.

Ellen Bernard asked about the process for permanent parking passes for more than two cars per unit. The Board told her she can submit a request for an additional parking pass to the board in writing and the situation would be evaluated.

Landscaping. Suzanne Wolfe submitted a written report that was read during the meeting. The report is attached.

Covenants. Violations that were submitted to the board have been verified and forwarded to Riddell. It was noted that the boards behind the bushes in front of 2120 GWW are used to barricade water overflowing from the gutters and are not a violation.

Maintenance. The most recent list of burnt-out lights was submitted to Riddell on 2 October. The board believes that none of the listed lights has been replaced.

New Business

Reimbursement bill. A request to be reimbursed \$108.77 for bird sanctuary expenses was submitted to the Treasurer. Spending this amount keeps the annual expenses for this line item under the budgeted amount. Teri moved, Julie seconded, and the board approved the reimbursement.

Fee increase. The board noted that fees will likely increase to cover operating expenses but it is too far out to estimate an increase without the results of the reserve study.

Community Member Concerns

Ellen Bernard. Because of the sewer problem, the carpet in her unit has been damaged and needs replacement. The sewage problem has been repaired.

Patrick Shagena. Because of a leak, carpet in his unit has been damaged and needs replacement. The leak has been repaired.

Board response regarding interior repairs. Woodwinds By-laws note that the Association is responsible for common and structural areas while unit owners are responsible for unit interiors, leaving the association with no authority to reimburse for interior damage. The board suggested that homeowners should 1) make repairs as quickly as possible, 2) report issues to the board and to Riddell, and 3) make a claim under homeowners insurance and the association may be able to reimburse the homeowner's insurance deductible after the deductible is recorded and copies are provided to the board. The board also noted that with these types of claims, it is unlikely that premiums will increase.

Tree Trimming and removal. Patrick asked for an update on the trimming and removal of marked trees around the property. This issue was brought up during both the August and September board meetings. Eric stated that he would ask Riddell when the contract was received and whether or not they have tried to get RA approval.

Adjournment

The meeting was adjourned at 7:41 pm EDT.

Attachments

Action Items

1. Eric: Ask Riddell when the contract was received for the tree trimming and removal and whether or not they have received RA approval.

**WOODWINDS COUNCIL OF CO-OWNERS
ANNUAL MEETING MINUTES**

Date: Thursday, November 15, 2007
Time: 7:00 pm EST
Location: Glade Community Room
Soapstone Drive & Glade Drive, Reston, VA 20191

Attendees:

	Name	Position
✓	Eric Orr	President
✓	Sharon Brooker	Vice-President
✓	Teri Jaeger	Treasurer
✓	Julie Clark	Secretary
✓	Suzanne Wolfe	At Large
	Frank Miller	Riddell Management

Call to Order

The meeting was called to order by the President, Eric Orr, at 7:35 p.m. Suzanne Wolfe served as secretary for the meeting.

A quorum of 50% was needed to conduct an official meeting. There were only 41.008% present.

Several homeowners expressed concern, saying they wanted to put in place changes that could only be done with a quorum. A motion was made to adjourn the meeting and re-schedule it for December 6, 2007, at 7:00 pm. The motion passed by a majority vote of those present. It was determined that the Board would notify homeowners of the meeting location via mail.

The meeting was adjourned at 8:00 pm.

**WOODWINDS COUNCIL OF CO-OWNERS
ANNUAL MEETING MINUTES**

Date: Thursday, December 6, 2007
Call to Order: 7:00 pm EST
Location: Langston Hughes Middle School
 11401 Ridge Heights Rd, Reston, VA 20191

Attendees:

	Name	Position
✓	Eric Orr	President
✓	Sharon Brooker	Vice-President
✓	Teri Jaeger	Treasurer
	Julie Clark	Secretary
✓	Suzanne Wolfe	At Large
	Frank Miller	Riddell Management

The annual meeting originally scheduled for 15 November was adjourned for lack of a quorum and reconvened at 7:00 pm EST. The meeting was called to order at 7:35 pm to allow time for taking attendance, counting proxies, issuing ballots, and waiting for enough attendees to reach a quorum. There were four Board members present. The property manager from Riddell Management Services was absent and no recording secretary was provided. Suzanne Wolfe recorded the minutes.

A quorum of 50% was needed to conduct an official meeting. There were only 40.4799% present.

Annual Meeting Attendance	Amount
In person	28
By proxy	32
Total	60
% ownership	40.4799

In the absence of a quorum, no association business was conducted. However, an informational meeting was held during which members asked questions about the fee increase that was reflected in the proposed 2008 budget.

The meeting was adjourned at 8:00 pm EST.

The current Board convened an Executive Session at 8:05 pm EST. A motion was duly made and seconded and the Board unanimously approved the appointment of Gay Dillin to the 2008 Board.

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Thursday, December 20, 2007
Call to Order: 7:00 pm EST
Location: Reston Library, Reston, VA 20191

Attendees:

	Name	Position
✓	Eric Orr	President
✓	Sharon Brooker	Vice-President
✓	Teri Jaeger	Treasurer
✓	Suzanne Wolfe	Secretary
✓	Gay Dillin	At Large
✓	Frank Miller	Riddell Management Services, Inc.

Call to Order

At 7:00 pm the meeting was called to order by the President, Eric Orr. Suzanne Wolfe, served as secretary for the meeting.

Approval of Minutes

The Board previously approved the October 2007 minutes and they should be posted. There was no Board meeting in November based on the fact the Annual meeting was scheduled for November 2007.

Presiding Officer

Mr. Orr presided as Chairman of the meeting and Suzanne assisted with keeping the minutes. A quorum of the Board was present.

Management Company report

Julie Clark's repairs have been completed according to the call log. The board directed Frank to call Julie to see if there is anything further that needs to be taken care of due to inclement weather.

It was asked if the dead tree with the red tape on it located at 2116 belonged to Reston Association, and if so, do they need to be reminded it needs removal. Frank said J.L. Tree thinks it either belongs to RA or the Golf Course. The board directed Frank to contact RA and the Golf Course to notify them that the tree is dead, and if it were to fall, it could strike the building.

Frank informed us that the Chimney Inspections have been completed; and that the leaf removal was also completed (by Blade Runners).

Financial Report

We need invoices for October, November & December 2007. There was no financial report given. The board directed Frank to pay by December 31, 2007, all bills received by that date, and to pay any bills covering services provided in 2007 promptly. We need the bills for the end of 2007 to be as promptly as possible,

The board agreed that late fees in January should be waived if owners did not pay the new amount.

Election of Officers

Teri moved (seconded by Sharon and approved by all) that Eric be appointed as President, Teri as Treasurer, Suzanne as Secretary and Gay at Large.

New Business

The board directed Frank to tell Ellen Bernard that she should make a written request that the association reimburse her for the \$58.00 that she was indicating she should not have to pay.

Provided that the new management company is available, future board meetings have been tentatively scheduled for the 3rd Thursday of each month as follows:

January 17	February 21
March 20	April 17
May 15	June 19
July 17	August 21
September 18	October 16
November 18 (annual mtg.)	December 18

Old Business

A motion was made and duly seconded, and the Board unanimously approved that Gutter cleaning should take place before year-end 2007. 2120 GWW gutter & downspout is already scheduled to be completed. Ms. Brookover's gutter was loose. There was a foundation leak at the window wall. It has been on this level in other units as well.

Eric asked Frank what the current status of the Dominion Lights was. The Board asked Frank to contact Fairfax County to pressure Dominion Power to get an answer since Cassidy has not responded to Frank's previous requests regarding renumbering of poles and the amount of set fees we currently pay.

Executive Session

Eric moved (seconded by Sharon and unanimously approved) to hold a closed session to discuss delinquencies. Following the closed session, the open meeting was reconvened.

Adjournment

The meeting was adjourned at 7:35 p.m. The next meeting was scheduled for January 17, 2008 at 7:00 p.m.