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

Date: Thursday, January 15, 2009

Location: Health Room, Langston Hughes Middle School, Reston, VA

Call to order: 7:00 pm EDT

Attendees – Board, Management, Service Providers

J	Name	Position
J	Eric Orr	President
J	Sharon Brooker	Vice President
J	Teri Jaeger	Treasurer
J	Suzanne Wolfe	Secretary
J	Gay Dillin	At Large
J	Diana Fritts	Property Manager, Loudoun Management Associates
	Dave Ciccarelli	President, Loudoun Management Associates

Attendees – Members

Name	Address
Derrick & Karen Lawson	2110 GWW #301
Apkar & Diane Hagopian	2108 GWW #201

Approval of Agenda

Teri moved to approve the Agenda, Sharon seconded it; motion approved by all.

Approval of Minutes

Teri moved (seconded by Gay, approved by all) to approve the 18 December 2008 board meeting minutes with the following changes: [Delete sentence listing individuals' windows conforming to Woodwinds specs. Also delete 11616 prior to that sentence.]

Community Member Concerns

Derrick & Karen Lawson came to discuss the proposal of reserving 22 parking spaces on GWW. Derrick said doing so changes the property value (adds ~\$5,000) and transfers from owner to owner; it raises a security issue if unused vehicles are parked away from owners' units as they tend to be targets for vandalism. He thinks we will run out of parking spaces; and it will be a challenge to park unless we go to complete reserved parking.

Apkar & Diane Hagopian were also present to discuss the same proposal. They only have one vehicle and have difficulty parking near their building. They inquired if they could buy a carport and it was explained that carports are owned by individual unit owners; any transfer of carports from one unit to another would be done in a private transaction between two unit owners. They also asked if they could purchase a reserved spot and they wanted to know when this proposal would go into effect. Teri indicated that painting reserved parking spaces should be done when the temperature stays at 50°F, which would be sometime in the Spring.

Teri and Eric explained that we have 271 parking spaces for 144 residents which is 17 fewer spaces than 2 per household. During at least the past 7 years we have never run out of parking spaces. Eric informed everyone that there are usually several empty unreserved parking spaces near his unit on a daily basis. The board's objective, in addition to ensuring that all 144 units have one reserved parking space, is to change residents' behavior with respect to their parking habits so that they will use their reserved (carport) spaces rather than parking their vehicles near the front of their buildings.

Derrick also mentioned the trash situation and that he would supply information to the Board on whom to call for hauling of large items and other information relating to trash. This can be published in the next newsletter.

Apkar & Diane also mentioned that the brick walls on their balcony, as well as the wood railing, are green and the ceiling needs paint. They asked if they could paint the ceiling themselves; the board does not want to encourage owners to undertake exterior maintenance on their own and recommended that they call LMA to report a maintenance need.

The Board finished with the Resident's Forum, at 8:15 p.m.

Financial Report

Teri reported that there are still some wrong allocations in the expense statements. She will continue to work with LMA to fix that. We carried forward \$45,000 of unspent budgeted money from 2008; it is not "extra" money but should be applied to projects that were actually deferred from 2008.

It appears that there is a cost savings from the new CFL bulbs in the garden style units but there may also have been an error in the amount set for electricity in the budget. Teri will continue to monitor that.

Diana asked what projects we plan to do in 2009. Sharon referred to the reserve study when creating the Master Calendar for 2009 and identified of the following major items:

- Balconies
- Townhouse Roofs
- Retaining wall at Pavilion
- A maintenance walk-through separate from a covenants walk-through to determine our maintenance needs; we should have someone knowledgeable of these things present for same.
- Replacement of bad windows in the common areas of the garden style buildings. Eric moved that the board should direct LMA to contact vendors for bids to identify windows having broken seals (i.e., fogged windows) with small stickers and provide

an estimate for their replacement; Sharon seconded this motion. Teri added that the estimate should also include replacement screens for condos 2100 through 2108.

- Reston Glass should be one of the vendors contacted
- Anderson Glass
- Painting of building and carport trim and hand railings has not been done for at least 7-8 years (since the buildings were wrapped with vinyl siding. Diana suggested it should all be done at one time or it won't match. Teri noted that the same paint on different surfaces would not be an exact match. We need to do a maintenance inspection before we will know what all needs to be repaired & painted.
- Painting of the carports
- Masonry, painting & concrete work
- Diana suggested we do something so that our street numbers can be seen more easily. Teri responded that enhancing the community be done after the higher priority maintenance items are addressed.

Review of Action Items

See attached Action Items list

Inter-Meeting Decisions

Landscaping

Teri raised several landscaping issues that should be addressed as spring weather permits. In the rear of 2118 GWW, where a condensation line was dug up, landscaping is required. 11612-14 ISC landscaping needs to be restored where digging was done and ground cover was removed. 11616 WBC requires re-landscaping in the spring when the leak repairs are finished. Gay requested a committee meeting as soon as possible to discuss the master landscaping plans; Eric said he planned to have a draft in February.

Board also requested additional bids on tree removal before approving proposal from Blade Runners.

Our most extensive "landscaping" project will be the erosion issues in Woodwinds. No one was satisfied with the proposal from Genesis. It was suggested that we should get one from Mulch Solutions since they were recommended by Reston Association.

Date of Next Meeting

The next Woodwinds Board Meeting will be held on February 19, 2009, at 7:00 pm at the Langston Hughes Middle School (Health Room) in Reston, VA.

Adjournment

Teri moved to adjourn the meeting and Eric seconded it, and it was unanimously approved at 8:50 pm EST.

ACTION ITEMS

Item No	J	Action	Assignee
4910 & 5187 (2008) Now Jan. 2009	Admin.	LMA to send letters to owners advising them of the \$10/day fine if they do not submit their lease to LMA.	Diana
SEPT '08	Erosion	Contact Mulch Solutions and others for bids for erosion problems.	Diana
SEPT 4 '08	This has been in the loop 3 yrs. Now	Request a written statement from Dominion Power identifying which lights belong to them and that they are responsible for everything but the entrance way lights. Teri will provide list by Jan 25, of lollipop lights that are out and need to be replaced.	Diana
SEPT 7 '08	Balconies	Follow up with Andy Palmer re condition of balcony.	Diana
Oct '08	Acctg	Request to have a new Godklang auditor assigned to us to take care of our 2007 & 2008 Audits. We need these done ASAP.	Diana to call
Oct '08	Waiting for Snow/Rain	Contact the Clarks to follow up on leaks since the rain and advise that we are still waiting for the snow	Diana
Oct '08	Legal	Contact Pia about inspecting units that are on the market (i.e., windows, electrical, walls removed, etc.)	Diana
Oct '08		Research possibility of signing a multi-year contract with gas company and other utilities. Still waiting for response from gas company.	Diana
Dec '08		LMA to send statement of account to all WWs residents (except those whose accounts have been turned over for collection) by Jan. 26 th , 2009 advising them of their current status/balance.	Diana
Jan 09		Letter to be sent stating that the violation of brown drapes has not been cured and we will be fining them \$10/day since the date stated in the previous covenant violation letter from December.	Diana
Jan 09		Call Henry's Towing to remove untagged vehicle that is associated with 11616 ISC #200 towed. No response to our letter dated Jan. 5, was received by today, the 15 th of Jan.	Diana/Eric
Jan 09		Call contractor to remove personal property from Laura's balcony if we do not hear from her immediately so that balcony repairs can be made to correct leaks in Wilfried Byl's patio home.	Diana

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

Date: Thursday, February 19, 2009

Location: Reston Library, Bowman Towne Drive, Reston, VA

Call to order: 7:00 pm EDT

Attendees – Board, Management, Service Providers

J	Name	Position
J	Eric Orr	President
J	Sharon Brooker	Vice President
J	Teri Jaeger	Treasurer
J	Suzanne Wolfe	Secretary
J	Gay Dillin	At Large
J	Diana Fritts	Property Manager, Loudoun Management Associates
	Dave Ciccarelli	President, Loudoun Management Associates

Approval of Agenda

Eric moved to approve the Agenda and Sharon seconded it.

Approval of Minutes

Teri moved (seconded by Sharon, approved by all) to approve the 15 January 2009 board meeting minutes.

Community Member Concerns

Terry Brennan of Brennan Exteriors made a presentation to the Board on Diana's request regarding replacement of windows and sliding glass doors.

Financial Report

Teri stated that for a proper report to be made, she must receive copies of the invoices at least two weeks prior to the board meeting. **(ACTION ITEM)** She indicated there are still some incorrect allocations in the expense statements.

Teri indicated that with interest rates continuing to drop, we will be earning less money on our investments. She plans to schedule a meeting with the new representative at Edward Jones in the next week. **(ACTION ITEM)**

Teri asked if Diana had heard from the auditor; Diana said she had called several times and that Goldklang (Tami) had not responded. The Board stressed the need to get a

commitment or contract from them stating they would finish the 2007 audit and start the 2008 audit by April 15, 2009, or else we will find someone else to use as our auditor. **(ACTION ITEM)**

More delinquent accounts should be moved to the lawyer docket for follow up and action. **(ACTION ITEM)**

Pending Business

Review of Dominion Power Project indicated that Dominion has tagged/marked many lights and that they believe 43 lights to be theirs and 8 lights to be ours. Diana is to speak with them again this week to confirm and have them supply us with their report. **(ACTION ITEM)** They also said they would mark the lights for a cost of \$200+. Dominion also indicated they would fix our non-functioning lights within the next week and Dirk will fix the lights that belong to Woodwinds.

[History: Teri indicated that the light next to the pavilion has been out for 5 years. There are 3 outside meters that are connected to the carport lights, the spot lights, the front entryway lights, and the brown pathway lights. We are charged for the electricity used on these lights.]

Review of Action Items

See attached Action Items list.

Diana indicated that she has received approximately 6 more leases and needs to run a new report to indicate how many are still outstanding.

Executive Session

At 8:25 pm we adjourned the General Session. At 8:26 pm the Executive Session came to order at which time we discussed covenant violations and delinquencies.

A motion was made and unanimously approved to fine 11614 ISC for failure to remove dog poop on the date in question.

Executive Session was adjourned at 8:40 pm

New Business

Soapstone Sidewalk Project

Eric noted that today we should receive a letter from Fairfax County regarding the Soapstone Drive Walkway Project and that a hearing will be held on 25 February 2009 at 7pm at Langston Middle School. The Board needs to ramp up enforcement of our parking regulations to be ready for the influx of non-Woodwinds vehicles trying to park in our community once the Soapstone Project is under way.

Townhouse Roof Replacement

Board requested that Cutting Edge provide the specifications used for replacing the condo building roofs for review; will be used to develop new specifications for the townhouse roofs.

Request bids for the townhouse roof replacement from Cutting Edge, Northern Virginia Roofing, and Function Roofing. (**ACTION ITEM**)

Date of Next Meeting

The next Woodwinds Board Meeting will be held on 19 March 2009 at 7:00 pm at the Langston Hughes Middle School (Health Room) in Reston, VA.

Adjournment

Eric moved to adjourn the meeting and Gay seconded it, and it was unanimously approved at 9:00 pm EST.

ACTION ITEMS

Item No	J	Action	Assignee
Feb. 2009	4910 & 5187 (2008)	LMA to send letters to owners advising them of the \$10/day fine if they do not submit their lease to LMA.	Diana
Feb. 2009	SEPT '08	Send 2007 report from Nikki Foremski (RA) to Mulch Solutions asking that they provide a solution to our erosion problems, along with a bid for the work.	Diana
Feb. 2009	2006 SEPT 4 '08	Dominion to supply us with their report of the lights they had determined ownership of this week.	Diana
Feb. 2009	Balconies	Contact EV Air regarding epoxy resolution. Andy reports in his unit that the epoxy is coming up but rails are fine. EV Air to check all balconies they worked on in 2006 and advise board of their current condition in a report format so that the board can determine when they should be re-checked for stability.	Diana
Feb. 2009	Oct. '08	Get commitment or contract from GOLDKLANG, CAVANAUGH & ASSOCIATES indicating they will perform both the 2007 & 2008 audits by April 15 th . If they cannot do that, engage a different audit company.	Diana
Feb. 2009		Cutting Edge to provide a report of all the work done on the Clark unit and what they think fixed the leak.	Diana
Feb. 2009		Contact Reston Association regarding inspecting units that are on the market (i.e., windows, electrical, walls removed, etc.)	Diana
Feb. 2009	Jan 09	Send letter to unit 11618, #201 indicating the daily fine has not been paid and what the current total is since the violation of December 18, 2008 (Association can fine them daily up to \$900)	Diana
Feb. 2009		Delinquency report should be run on the 11 th day of the month so we have more current info. at the board meeting. (Run it from the previous month on the 11 th to the current month on the 11 th .)	Diana
Feb. 2009		Request Reston Glass and other vendors to provide bids for replacing fogged windows or windows with broken seals; include replacement window screens in the bid for condo units 2100-2108 Green Watch Way.	Diana
Feb. 2009		Get bids for painting of buildings and carport trim and hand railings which have not been done for 7 or 8 years.	Diana
Feb. 2009		Get bids for removal of dead trees on South Lakes, some are down already and some are not. Also for tree at 11656 ISC behind Bernard's unit. Get separate bid for deciduous trees that are almost dead	Diana
Feb. 2009		Request that Cutting Edge supply us with the condo building roof replacement specifications	Diana

Item No	J	Action	Assignee
Feb. 2009		Move more delinquent accounts to the lawyer docket for follow-up action	Diana
Feb. 2009		Get bids from vendors for repair of pavilion retaining wall that is falling down	Diana

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

Date: Thursday, March 19, 2009

Location: Langston Hughes Middle School, Reston, VA
Room change to Room 147

Call to order: 7:00 pm EDT

Attendees – Board, Management, Service Providers

J	Name	Position
J	Eric Orr	President
	Sharon Brooker	Vice President
J	Teri Jaeger	Treasurer
J	Suzanne Wolfe	Secretary
J	Gay Dillin	At Large
J	Diana Fritts	Property Manager, Loudoun Management Associates

Attendees – Members

Name	Address	Phone	Email Address
None			

Approval of Minutes

Eric moved (seconded by Teri, approved by all) to approve the 19 February 2009 board meeting minutes.

Report of Officers

No President's report was given.

No Treasurer's Report was given.

Report of Managing Agent

Packet includes "Schedule 27" from Dominion Virginia Power that supposedly addresses the information request made by Eric during the process of returning all of the exterior "lollipop" lights to functioning condition.

Delinquencies – Memo from collections attorney lists all Woodwinds accounts that are targeted for collection activity, including some legal action.

Glass replacement – Reston Glass submitted a proposal for work requested in Action Item 2009- 038. Teri noted that the bid did not include any frame or structural repairs that might need to be done in conjunction with glass replacement in the garden condo entryways.

Record Retention – Discussion about missing 2005 records that were transferred from Riddell to LMA (via Teri and Dave). The majority of boxes containing Woodwinds' records (dating to the 1970s under TWC's management) are now stored in a utility closet on Woodwinds property. Diana states that the LMA warehouse is "empty" of any Woodwinds records. Teri and Diana will look through boxes on the property to locate missing records.

Review of Action Items

Details provided below; see full Action Item list (attached).

2009-008 (15 Jan) – Diana distributed a report generated by LMA showing all units, owners' names, and (where applicable), a double entry for a unit that has a renter. Rental units are identified by a non-Woodwinds address for the owner. The report needs refinement, as not all tenants are identified, duplicate entries exist, etc.

Old Business

11614 / 11616 WBC – Water test of 11614/11616 will be conducted on 20 March at 11:00 am. Teri specifically requested that the windows and doors of 11616 be included in the water test.

Satellite Dish Resolution – Eric updated and formatted Resolution 5 – Satellite Dish and Exterior Antenna, application for satellite dish installation, and letter to the association regarding the new resolution, policy, and guidelines. The Board initialed the resolution form; Eric will convert signed document to PDF file and forward to Diana for distribution to all residents next week.

Parking Permit Process – The Board discussed the new parking permit scheme drafted by Eric. It was agreed to phase in the permit process and focus first on owners' primary vehicles. The recent parking crunch at Woodwinds and the pending installation of a sidewalk along Soapstone make this issue and important one to deal with early.

Reserved Parking – Teri will contact Craig Russell of Pavement Solutions to get a bid on and schedule painting of reserved parking spaces. Work will include correction of parking spaces for 11612-300 ISC and 11604 WBC. The board agreed that a covenant violation letter should be sent regarding the repainting of the space for 11604.

2008 Audit – Teri is signed a letter of engagement with Goldklang to complete our 2008 audit for \$2,800. The letter of engagement for the 2009 audit will be delayed until the 2008 audit is complete and the board is confident that Goldklang can complete another audit in a timely manner. Teri will scan and email the letter to LMA and Goldklang.

Changes in the law require more detailed audits and have caused a price increase (last year's audit cost \$1,800).

New Business

Speed Limit – based on recent observations in the community, the Board agreed to re-install speed limit signs in the community as a reminder to residents and visitors and to allow the Board to enforce the rules and regulations which reference posted speed limits. The speed limit is 15 miles per hour on Woodwinds roads.

The board voted and agreed to purchase two large speed limit signs at \$48 each and will use existing posts to display the signs.

Covenant Walkthrough – Teri suggested postponing a community walkthrough until May. This will allow time for spring cleaning and a natural change in the appearance of the community. A date and alternate rain date should be set.

Landscaping Request – A landscaping request from Frank Talbert was deferred. The Board agreed to meet between this board meeting and the April board meeting to discuss a master plan for the community that would incorporate suggestions made by interested residents.

Date of Next Meeting

The next Woodwinds Board Meeting will be held on April 16, 2009, at 7:00 pm at the Langston Hughes Middle School (Health Room) in Reston, VA.

Adjournment

Eric moved to adjourn the meeting and Gay seconded it, and it was unanimously approved at 9:10 pm EDT.

ACTION ITEMS

ID	Request Date	Request from	To	Request	Response Date	Resolve Date	Response	Status	Days to resolve
2009-001	4-Jan	Eric	LMA	Send covenant violation letter to 11616-200 (unregistered vehicle)					(39817)
2009-002	5-Jan	Diana	Board	Post water shut-off notice for 2102 on 8 Jan at 9:00 am	5-Jan	5-Jan	Teri posted notices at 2100-2110 Related to 2009-006	J	0
2009-003	8-Jan	Eric	LMA	Provide the board with a status of repairs made to 11616 WBC (water leak)					(39821)
2009-004	8-Jan	Eric	LMA	Reinstall tarp over back of 11614-11616 WBC to prevent further damage from water leaks until repairs can be made	12-Jan	16-Jan	<p>12 Jan: Teri authorizes NOVA Roofing to install tarp for \$500 to be left on until units experience several driving rains; purpose is to prove that water entering unit must be from patio doors, not points above the unit.</p> <p>12 Jan: LMA informs residents at 11614 & 11616 of tarp placement.</p> <p>14 Jan: Tarp installed at 11614 ISC instead of 11614 WBC.</p> <p>5 Mar: LMA states that tenants report water still leaking in at patio doors</p> <p>19 Mar: full water test to be conducted 20 Mar</p> <p>20 Mar: water test demonstrated that water is not entering 11616 from points above the unit; water is entering around the windows of the unit.</p> <p>Continued in 2009-065</p>	J	8
2009-005	8-Jan	Eric	LMA	Send covenant violation letter to 11616 WBC (abandoned curtain rods on common property)	9-Jan	9-Jan		J	1
2009-006	10-Jan	Teri	LMA	Arrange for carpet cleaning of stairwell carpet at 2102, 2nd floor landing. (Mess was caused by leaking recirculating pump in 3rd floor closet and concrete mix stored in 2nd floor closet)	20-Jan		<p>Related to 2009-002</p> <p>20 Jan: LMA states that Belfor is backlogged and cannot arrive to clean carpet for another week.</p> <p>12 Feb: Teri repeats request to LMA</p>		(39823)
2009-007	14-Jan	Suzanne	LMA	Solicit bids from tree removal companies to remove dead trees identified in clean-up proposal supplied by Blade Runners. (Trees identified for removal are considered hazardous.)		19-Mar	19 Mar: Decision to forego multiple bids in favor of removing hazardous trees immediately Continued as 2009-040, 2009-057	J	64

ID	Request Date	Request from	To	Request	Response Date	Resolve Date	Response	Status	Days to resolve
2009-008	15-Jan	Teri	LMA	Send letters to non-resident owners advising them that a \$10/day charge would apply if leases are not filed with LMA. (According to WW by-laws, rental leases must be filed with LMA by owners.)	19-Feb		19 Feb: Diana received 6 more leases, will run new report to show remaining non-resident owners who must submit leases 19 Mar: Teri clarified action item to state that the board requires a list of all units that are occupied by renters. This triggers a list of non-resident owners who must file copies of their leases with LMA. Diana stated that she is still owed 12 leases.		(39828)
2009-009	15-Jan	Board	LMA	Solicit bids from Mulch solutions for erosion problems at WW. (Send WW 2007 report on meeting with RA as background)			19 Mar: no action		(39828)
2009-010	15-Jan	Board	LMA	Solicit bids from 2 additional vendors for erosion problems at WW	16-Jan		LMA forwarded email with attached proposal from Blade Runners from July 2008; attachment was .eml file and could not be opened		(39828)
2009-011	15-Jan	Board	LMA	Request letter from Dominion Virginia Power identifying which lights on WW property are owned and maintained by them		27-Feb	6 Feb: Eric requested full documentation from Dominion regarding exterior lighting at WW 6 Feb: LMA contacted Dominion (Dick Dipano, Johnny Walker); Dominion has documentation showing ownership of all lights at WW 15 Feb: LMA reports that Dominion identified 8 lights belonging to WW 17 Feb: LMA forwarded request for information from board to Dominion 23 Feb: meeting scheduled with Dominion is cancelled 27 Feb: meeting scheduled with Dominion Related to 2009-026	J	43
2009-012	15-Jan	Teri	Teri	Provide list of lollipop lights that are not working to Dominion Virginia Power					(39828)
2009-013	15-Jan	Board	LMA	Contact Andy Palmer (11604 ISC) to inspect condition of renovated balcony (2006)	19-Feb	19-Feb	Gay inspected balcony surface and verified that epoxy surface is blistering and coming off. See 2009-033	J	35
2009-014	15-Jan	Board	LMA	Request that Goldklang assign different auditor(or other suitable action) to WW to complete 2007 and 2008 audits, which are now overdue	19-Mar	19-Mar	13 Mar: Teri requests that 2007 and 2008 audits be completed by 15 April 13 Mar: LMA states Goldklang to finish audits by end of March 18 Mar: Teri requests pricing information for 2007 audit from Goldklang See 2009-035	J	63

ID	Request Date	Request from	To	Request	Response Date	Resolve Date	Response	Status	Days to resolve
2009-015	15-Jan	Board	LMA	Contact Clarks (11620-101 ISC) to get status of water leaks into unit after Cutting Edge repairs.		17-Feb	Waiting for snow 17 Feb: Julie Clark notified board and LMA that no leaks are evident in unit; wants to schedule final repairs to interior of unit Related to 2009-031, 209-032	J	33
2009-016	15-Jan	Board	LMA	Contact Pia Trigiani / Reston Association regarding Association's right to inspect units for sale for structural issues	23-Feb	23-Feb	Virginia Condo Act Section 55-79.79A allows WW to inspect interior and exterior of any unit requesting a disclosure packet in conjunction with the sale of the unit	J	39
2009-017	15-Jan	Board	LMA	Investigate benefits of signing multi-year contracts with gas company and other utilities			current economic conditions make locking in multi-year contracts is not beneficial		(39828)
2009-018	15-Jan	Teri	LMA	Send statements of account to all owners (except those whose accounts are turned over to collection) indicating their current status	25-Jan				(39828)
2009-019	15-Jan	Sharon	LMA	Send letter to 11618-201 informing resident that covenant violation has not been cured and that \$10/ay accrues from the date of original violation letter (18 Dec 2008)		19-Feb	19 Feb: No response to letter. Inform owner that penalty can accrue up to \$900 See 2009-056	J	35
2009-020	15-Jan	Eric	Eric	Contact Henry's Towing to remove vehicle associated with 11616-200 ISC since no response to 1/5 covenant violation letter was received					(39828)
2009-021	15-Jan	Board	LMA	Instruct contractor to remove personal items from balcony above Wilfried Byl's patio home so that work can be completed					(39828)
2009-022	15-Jan	Board	Eric	Send letter to Fairfax County Police authorizing them to patrol Woodwinds for vehicle violations		16-Jan	Faxed letter	J	1
2009-023	20-Jan	Sharon	LMA	Replace broken glass (upper left pane) at entryway to 11618 ISC	20-Jan		LMA contacted Reston Glass, who will arrive 1/21 to measure pane; replacement will take 7-10 days Related to 2009-025		
2009-024	21-Jan	LMA	Eric	Send signed contract to Blade Runners	22-Jan	23-Jan		J	2
2009-025	23-Jan	Teri	LMA	Replace broken glass pane at entryway to 2110 GWW	23-Jan		Related to 2009-023		

ID	Request Date	Request from	To	Request	Response Date	Resolve Date	Response	Status	Days to resolve
2009-026	27-Jan	Teri	LMA	Instruct Dominion to repair Dominion-owned lollipop lights (9,14,17,28,31,35,40,47,51)	27-Feb	13-Mar	Related to 2009-011 27 Feb: Dominion states that the following lights are privately owned (by WW): 1, 9, 31, 47, 48, 49, 50, and 51 3 Mar: Teri identified 40 as the only Dominion light not working Continued as 2009-052	J	45
2009-027	27-Jan	Teri	LMA	Instruct Dixie Lighting to repair WW-owned pathway lights near 11644 and 11656, spotlight on WW sign at South Lakes					
2009-028	27-Jan	Teri	LMA	Instruct Dixie Lighting to repair condo stairwell lighting 2120-200/300, 2122-200/300, 2118-200 and 2118-300					
2009-029	2-Feb	Eric	LMA	Send covenant violation letter to 11614-201 (pet waste)			Related to 2009-047		
2009-030	4-Feb	LMA	Board	Post water shut-off notice for 2106 on 9 Feb at 9:30 am	4-Feb	4-Feb	Eric posted notices at 2100-2110	J	0
2009-031	13-Feb	Teri	LMA	Forward list of lollipop lights to Dominion for their use in identifying ownership					
2009-031	17-Feb	11620-101	LMA	Schedule final repairs to 11620-101 after Cutting Edge resolved water leaks			Related to 2009-015 , 2009-032		
2009-032	17-Feb	Teri	LMA	Request summary of repairs made to 11620-101 by Cutting Edge for future reference in ground-level condo leak issues			Related to 2009-015 , 2009-031		
2009-033	19-Feb	Board	LMA	Contact EV Air regarding epoxy solution employed on renovated balconies. Andy Palmer (11604 ISC) reports epoxy is separating from balcony surface (see 2009-013 , 2009-034)	19-Mar		19 Mar: Diana reports that Tirstan (EV Air?) inspected Andy Palmer's balcony (11604 ISC) and found no problem.		
2009-034	19-Feb	Board	LMA	Direct EV Air to inspect all balconies renovated in 2006 for deterioration of epoxy treatment; if problems are found, EV Air should present a solution	19-Mar		19 Mar: This inspection should include Andy Palmer's balcony (11604 ISC) since reports from Gay (WW) and Tristan (EV Air) conflict. Related to 2009-033		
2009-035	19-Feb	Teri	LMA	Request commitment from Goldklang to complete 2007 and 2008 audits by 15 April. If Godklang cannot deliver, select another auditor to complete the work.	19-Mar		19 Mar: Diana received verbal agreement from Tammy that WW audits would be completed by end of March. 19 Mar: Teri working with Tammy; signed letter to complete 2008 audit but will not sign letter to complete 2009 audit until 2008 audit is complete. See 2009-014		

ID	Request Date	Request from	To	Request	Response Date	Resolve Date	Response	Status	Days to resolve
2009-036	19-Feb	Board	LMA	Ask Cutting Edge for a detailed report of work done on Clark residence (11620-101)	19-Mar		19 Mar: Diana reports that Ron has completed the work on the Clark unit but has not written a report yet		
2009-037	19-Feb	Board	LMA	Run a delinquency report after the 10th of each month					
2009-038	19-Feb	Board	LMA	Solicit bids from glass replacement companies to replace windows in common areas (Garden condo entrances). Bids should include screens for windows 2100-2108 GWW.	16-Mar		16 Mar: LMA includes Reston Glass proposal in board packet for March 19 Mar: LMA contacted Banner Glass and expects a bid from them		
2009-039	19-Feb	Board	LMA	Solicit bids for painting building trim, carport frames and hand railings	19-Mar		19 Mar: LMA expecting bid from Cutting Edge; needs to identify 2 additional vendors		
2009-040	19-Feb	Board	LMA	Solicit bids for removing dead trees along South Lakes Drive	19-Mar	19-Mar	19 Mar: Board agreed to forego bids and have Blade runners remove dead trees See 2009-007 , 2009-057	J	28
2009-041	19-Feb	Board	LMA	Solicit bids for removing dead tree near 11656 ISC					
2009-042	19-Feb	Board	LMA	Solicit bids for removing deciduous trees that are almost dead					
2009-043	19-Feb	Board	LMA	Ask Cutting Edge to supply Condo Building Roof replacement specifications to the board.	19-Mar		19 Mar: No action		
2009-044	19-Feb	Board	LMA	Move more delinquent accounts to the collection attorney's docket for action and follow-up					
2009-045	19-Feb	Board	LMA	Solicit bids from vendors to repair retaining wall under pavilion	19-Mar		19 Mar: No action		
2009-046	21-Feb	Eric	LMA	Research governing WW documents for guidance on liability for damages (request from 11620-100)	23-Feb	23-Feb	WW governing documents do not address issue but cites Virginia Condo Act, 2008, Section 55-79.79 Paragraph A	J	2
2009-047	22-Feb	Eric	LMA	Send due process letter to 11614-201			Related to 2009-029		
2009-048	23-Feb	11611	LMA	Request immediate repairs to balcony wall at rear of unit					
2009-049	3-Mar	LMA	Board	Post water shut-off notice for 11616 on 9 Mar at 9:30 am					
2009-050	12-Mar	Eric	LMA	Send covenant violation letter to 2112-101 (trash)	16-Mar	16-Mar	Letter sent to 2112-101	J	4
2009-051	13-Mar	Teri	LMA	Request WW invoices for previous month (to allow analysis of finances prior to board meeting)	13-Mar				

ID	Request Date	Request from	To	Request	Response Date	Resolve Date	Response	Status	Days to resolve
2009-052	13-Mar	Teri	LMA	Get dominion to provide estimate to complete repair of lollipop light 40 (originally reported out 27 Jan)			Continues 2009-026		
2009-053	19-Mar	Eric	Eric	Contact RA to find out requirements for replacement exterior lighting in Reston					
2009-054	19-Mar	Teri	Teri	Produce list of all EV Air-repaired balconies					
2009-055	19-Mar	Board	LMA	Contact Goldklang to locate original 2006 documents for audit			Related to 2009-0		
2009-056	19-Mar	Board	LMA	Send certified letter to owner of 11618-201 regarding covenant violation (from Dec 2008)			See 2009-019		
2009-057	19-Mar	Board	LMA	Proceed with removal of trees and ivy (per Blade Runners bid) without seeking other bids			Continues 2009-040, 2009-007		
2009-058	19-Mar	Board	Eric	Develop phased plan for revising WW parking permit process					
2009-059	19-Mar	Board	Teri	Provide parking space painting requirements to Pavement Solutions (additional reserved parking spaces, corrections)					
2009-060	19-Mar	Board	Teri	Draft covenant violation letter to 11604 (vandalism to parking space)					
2009-061	19-Mar	Board	Eric	Provide LMA with signed PDF version of Satellite Dish Resolution, letter to residents, and satellite installation application form		19-Mar		J	0
2009-062	19-Mar	Board	Sharon	send email to 11616-201 regarding flying flag properly	20-Mar				
2009-063	19-Mar	Eric	LMA	Forward request to appeal late charge (2112-200) to LMA to reconcile account and provide status to the board					
2009-064	19-Mar	Board	Teri	Schedule meeting of board members to discuss landscape concept for WW and develop criteria / requirements for a community landscape plan	20-Mar				
2009-065	21-Mar	Teri	LMA	Remove tarp from 11614-11616 WBC			Continued from 2009-004		

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

Date: Thursday, April 16, 2009

Location: Langston Hughes Middle School, Reston, VA

Call to Order: 7:00 pm EDT

Attendees – Board, Management, Service Providers

J	Name	Position
J	Eric Orr	President
J	Sharon Brooker	Vice President
J	Teri Jaeger	Treasurer
J	Suzanne Wolfe	Secretary
J	Gay Dillin	At Large
J	Diana Fritts	Property Manager, Loudoun Management Associates

Attendees – Members

Name	Address
Asante Provost Brennan Nelson-Provost	2112 Green Watch Way, #101

Approval of Minutes

Eric moved (seconded by Teri, approved by all) to approve the 19 March 2009 board meeting minutes.

Members Forum

The Provosts asked that the fee for a trash violation be waived, since the bag of trash cited in the violation wasn't theirs. They also informed the board that another had left anonymous notes on their cars about parking in unreserved spaces rather than in their carport. (This issue is #1 in Executive Session)

Report of Officers

No President's report was given.

Treasurer's Report

Teri advised that she will prepare a First Quarter Financial Report on May 1 or by the next Board meeting. Teri mentioned that when the 2007 audit report is final (it is now in draft

form), some sections should be omitted from the publicly viewable copy at the recommendation of the auditor. [On 9 April, Diana informed the board that the 2007 and 2008 audits were completed by Goldklang.]

Teri indicated that the audit confirmed that we actually started 2007 (with Riddell) in the red but by the end of the year we were in the black. Some of the extra money we had at the end of 2008 was used to reduce the increase in 2009 assessment fees. We have about 9% excess funds but the audit indicates we should have even more. Teri also indicated that we should be prepared to write off bad debt in an amount of approximately \$25,000.

Teri stated that the ING account is nearing the maximum threshold for FDIC insurance coverage and that we should open a new account soon. Rates on CDs are currently too low to consider as a viable investment option but may be a good place to move excess interest from other accounts.

Teri discussed the matter of engaging Goldklang to complete a 2009 audit for Woodwinds. This decision was deferred until the completion of the overdue 2007 and 2008 audits. Teri expressed concern that the letter of engagement drafted by Goldklang did not provide adequate incentives to complete the audit in a timely manner and did not provide disincentives for late services. Teri moved to accept the terms and sign the letter. Eric seconded and the motion was approved by all.

Committee Reports

No committee reports were given.

Report of Managing Agent

Delinquencies – The board reviewed the delinquency list provided by the collections attorney. Discussion followed regarding Woodwind' financial health with respect to the growing number of delinquencies. (Instances of this issue are #2 through #18 in Executive Session.)

Glass replacement – Reston Glass submitted a proposal for work requested in Action Item 2009- 038. Teri noted that the bid did not include any frame or structural repairs that might need to be done in conjunction with glass replacement in the garden condo entryways.

Eric suggested moving forward with glass replacement in the absence of proposals from 2 other vendors; Diana is expecting responses from vendors so board deferred action until next meeting.

Cleaning of Dryer Vents & HVAC Vents – Three bids were received. LMA has used Potomac Services to do another Reston property. Teri moved to accept the proposal from Potomac Services (Eric seconded, approved by all). The proposal specifies \$42 per HVAC vent for up to 102 vents (but only for those vents which need cleaning) and \$29 per dryer vent for a total of 144 units, not to exceed a total of somewhere between \$9-10,000 (\$4,176 for dryer vents and \$4284 for HVAC vents).

Property Inspection – Diana informed the Board that she will be receiving a bid for the work of the inspection by 20 April and she will email same to the Board. She will meet with Ron Torkas of Cutting Edge on Tuesday (21 April).

Townhouse Roofs – Cutting Edge supplied the 31 August 2006 proposal for reroofing the condos. The board will use this to prepare specifications for reroofing the townhouses in 2009.

**** Balcony inspections** – Teri will meet with EVAir on Tuesday morning (21 April) and will let them in to several units to inspect balconies that they renovated in 2006.

Martin at 11602 Windbluff Court has another leak.

Roofing Cleanup – Eric Orr cleaned up many roof shingles and nails at Chris Brockway's property that Cutting Edge left behind. The contractor did not tarp the yard before doing the gutter/roof repairs.

Gutter Cleaning – Woodwinds gutters were cleaned on 16 April. LMA will contact Maple Leaf about increasing the number of annual cleanings from 4 to 6.

Satellite Dish Resolution – All satellite dishes installed directly on roof shingles and any satellite dishes on firewalls that are not properly registered according to the letter and resolution sent to residents on 20 March 2009 will be removed on 18 May.

Review of Action Items

Action Item list with current open items appears at the end of the minutes.

Teri requested that LMA schedule cleaning of the carpets in the common areas of the condo buildings sometime during June – August when it is dry so that the carpets will dry quickly. (New action item 2009-078)

Teri requested that LMA instruct Kiddco Plumbing to inspect recirculating pumps on the gas water heaters in the condo buildings and perform any maintenance necessary. A proposal over \$1800 should be sent to the board immediately so that action can be taken without holding up the work. (New action item 2009-079)

Eric will provide Diana the rules on the website, specifically related to Rules & Regulations referenced in the Woodwinds By-Laws (Article VI, Section 6). (New action item 2009-080)

Diana will schedule the removal of Satellite dishes from common property that are not in compliance with the Woodwinds Satellite Dish Resolution by 18 May. Cutting Edge will be engaged to prevent further damage to common property. (See action item 2009-081)

The board directed Diana to send a covenant violation letter to the unit owner (with a copy to the Tenant) citing non-conforming window coverings. (See action item 2009-082; this matter is #19 in Executive Session).

2009-008 (15 Jan) – Diana distributed an updated report dated 4/13/2009 generated by LMA showing all units, owners' names, and (where applicable), a double entry for a unit that has a renter. Rental units are identified by a non-Woodwinds address for the owner.

2009-019 (15 Jan) Diana informed the board that the lack of response from a non-resident owner regarding a covenant violation by his tenant was the result of an incomplete mailing address on the envelope of the certified letter. The letter should have been addressed to the owner's property manager at that address but was returned to LMA as non-deliverable.

Old Business

Parking Permit Process – The Board discussed the new parking permit scheme drafted by Eric. It was agreed to phase in the new permit process; the first phase will focus on identifying owners' primary vehicles. The recent parking crunch at Woodwinds and the pending installation of a sidewalk along Soapstone make this issue an important one to deal with early.

Additional Reserved Parking – Teri will contact Craig Russell of Pavement Solutions to get a bid on and schedule painting of reserved parking spaces. Work will include correction of parking spaces for 11612-300 ISC and 11604 WBC.

2009 Audit – Teri proposed sending a letter of engagement to Goldklang to complete our 2009 audit with a clause that they complete it by a certain date.

Teri moved to foreclose on property identified in Executive Session item #18; Eric seconded it, and the Board voted unanimously to start foreclosure proceedings.

New Business

Debt Recovery – a new debt recovery policy was adopted by the Board. (Eric moved, Gay seconded it; all voted in favor except Suzanne. Motion was passed.) After a condo unit is delinquent for 90 days, the Board authorizes LMA to direct our attorney to place a lien against it the unit. If the delinquency is not cured within an additional 90 days, then the Board authorizes LMA to direct the attorney to initiate foreclosure proceedings against the unit owner.

[Rationale: Since unit owners who are delinquent continue to benefit from community services and, in some cases, have no incentive to correct their delinquency, the Association risks having to write off more bad debt as the delinquency continues. To mitigate this risk, the board must either create a significant incentive to delinquent owners (lien) or find a way to replace the delinquent owner with another, more fiscally responsible owner foreclosure.]

Date of Next Meeting

The next Woodwinds Board Meeting will be held on May 21, 2009, at 7:00 pm at the Langston Hughes Middle School (Health Room) in Reston, VA.

Executive Session

The Board entered Executive Session and 8:30 pm and considered a request to waive a trash violation assessment (approved) and a request to waive a Christmas tree disposal assessment (denied).

The board also approved sending violation letters for non-compliant window coverings and for defacing reserved space markings.

The board also approved pursuing liens and foreclosures on delinquent owners based on the length of time assessment fees have not been paid.

The Board exited Executive Session at 9:00 pm.

Adjournment

Eric moved to adjourn the meeting, Gay seconded it, and it was unanimously approved at 9:15 pm EDT.

ID	Request Date	Request from	To	Request	Response Date	Resolve Date	Response	Status	Days to resolve
2009-003	8-Jan	Eric	LMA	Provide the board with a status of repairs made to 11616 WBC (water leak)					
2009-008	15-Jan	Teri	LMA	Send letters to non-resident owners advising them that a \$10/day charge would apply if leases are not filed with LMA. (According to WW by-laws, rental leases must be filed with LMA by owners.) I thought we had given Diana a date to include in the letters so that the \$10/day charges would start to accrue. . .I'm certain that date has passed by now, so these folks should be made aware that they're accruing fines for not providing their leases. TERI: Suggest we make two new action items out of this . 1) LMA maintains an up to date list of non-resident owners, and their addresses. Provides board with updated copy whenever changes are made. 2) LMA sends letter to all non-resident owners asking for copies of their lease within 15 calendar days of mailing date, or \$10 per day fine begins to accrue on 16th day.	19-Feb		19 Feb: Diana received 6 more leases, will run new report to show remaining non-resident owners who must submit leases 19 Mar: Teri clarified action item to state that the board requires a list of all units that are occupied by renters. This triggers a list of non-resident owners who must file copies of their leases with LMA. Diana stated that she is still owed 12 leases.		
2009-009	15-Jan	Board	LMA	Solicit bids from Mulch solutions for erosion problems at WW. (Send WW 2007 report on meeting with RA as background)				19 Mar: no action	
2009-010	15-Jan	Board	LMA	Solicit bids from 2 additional vendors for erosion problems at WW	16-Jan		LMA forwarded email with attached proposal from Blade Runners from July 2008; attachment was .eml file and could not be opened		
2009-018	15-Jan	Teri	LMA	Send statements of account to all owners (except those whose accounts are turned over to collection) indicating their current status	25-Jan				
2009-020	15-Jan	Eric	Eric	Contact Henry's Towing to remove vehicle associated with 11616-200 ISC since no response to 1/5 covenant violation letter was received					
2009-021	15-Jan	Board	LMA	Instruct contractor to remove personal items from balcony above Wilfried Byl's patio home so that work can be completed					
2009-029	2-Feb	Eric	LMA	Send covenant violation letter to 11614-201 (pet waste)			Related to 2009-047	J	

ID	Request Date	Request from	To	Request	Response Date	Resolve Date	Response	Status	Days to resolve
2009-031	13-Feb	Teri	LMA	Forward list of lollipop lights to Dominion for their use in identifying ownership			Continuation of 2009-012		
2009-031	17-Feb	11620-101	LMA	Schedule final repairs to 11620-101 after Cutting Edge resolved water leaks			Related to 2009-015 , 2009-032		
2009-032	17-Feb	Teri	LMA	Request summary of repairs made to 11620-101 by Cutting Edge for future reference in ground-level condo leak issues			Related to 2009-015 , 2009-031		
2009-033	19-Feb	Board	LMA	Contact EV Air regarding epoxy solution employed on renovated balconies. Andy Palmer (11604 ISC) reports epoxy is separating from balcony surface (see 2009-013 , 2009-034)	19-Mar		19 Mar: Diana reports that Tirstan (EV Air?) inspected Andy Palmer's balcony (11604 ISC) and found no problem.		
2009-034	19-Feb	Board	LMA	Direct EV Air to inspect all balconies renovated in 2006 for deterioration of epoxy treatment; if problems are found, EV Air should present a solution	19-Mar		19 Mar: This inspection should include Andy Palmer's balcony (11604 ISC) since reports from Gay (WW) and Tristan (EV Air) conflict. Related to 2009-033		
2009-035	19-Feb	Teri	LMA	Request commitment from Goldklang to complete 2007 and 2008 audits by 15 April. If Godklang cannot deliver, select another auditor to complete the work.	19-Mar		19 Mar: Diana received verbal agreement from Tammy that WW audits would be completed by end of March. 19 Mar: Teri working with Tammy; signed letter to complete 2008 audit but will not sign letter to complete 2009 audit until 2008 audit is complete. See 2009-014 9 Apr: Diana reports that 2007 and 2008 audits are complete		
2009-036	19-Feb	Board	LMA	Ask Cutting Edge for a detailed report of work done on Clark residence (11620-101)	19-Mar		19 Mar: Diana reports that Ron has completed the work on the Clark unit but has not written a report yet		
2009-038	19-Feb	Board	LMA	Solicit bids from glass replacement companies to replace windows in common areas (Garden condo entrances). Bids should include screens for windows 2100-2108 GWW.	16-Mar		16 Mar: LMA includes Reston Glass proposal in board packet for March 19 Mar: LMA contacted Banner Glass and expects a bid from them		
2009-039	19-Feb	Board	LMA	Solicit bids for painting building trim, carport frames and hand railings	19-Mar		19 Mar: LMA expecting bid from Cutting Edge; needs to identify 2 additional vendors		
2009-041	19-Feb	Board	LMA	Solicit bids for removing dead tree near 11656 ISC TERI: I thought that at Mar board meeting we said to hold off and do with 2009-042 -- board to look at trees after they have leafed out to decide what is dead.					
2009-042	19-Feb	Board	LMA	Solicit bids for removing deciduous trees that are almost dead					

ID	Request Date	Request from	To	Request	Response Date	Resolve Date	Response	Status	Days to resolve
2009-043	19-Feb	Board	LMA	Ask Cutting Edge to supply Condo Building Roof replacement specifications to the board.	19-Mar		19 Mar: No action		
2009-044	19-Feb	Board	LMA	Move more delinquent accounts to the collection attorney's docket for action and follow-up					
2009-045	19-Feb	Board	LMA	Solicit bids from vendors to repair retaining wall under pavilion	19-Mar		19 Mar: No action		
2009-047	22-Feb	Eric	LMA	Send due process letter to 11614-201			Related to 2009-029		
2009-048	23-Feb	11611	LMA	Request immediate repairs to balcony wall at rear of unit					
2009-049	3-Mar	LMA	Board	Post water shut-off notice for 11616 on 9 Mar at 9:30 am					
2009-052	13-Mar	Teri	LMA	Get dominion to provide estimate to complete repair of lollipop light 40 (originally reported out 27 Jan)			Continues 2009-026 TERI: Per Dominion, light is unrepairable. Dominion needs WWs to select new light style. WWs needs cost info (and cost share info) which Dominion can't provide, to prepare plan to present to RA.		
2009-053	19-Mar	Eric	Eric	Contact RA to find out requirements for replacement exterior lighting in Reston	23-Mar	24-Mar	24 Mar: Received 1995 Lighting Task Force report from RA	J	5
2009-055	19-Mar	Board	LMA	Contact Goldklang to locate original 2006 documents for audit			Related to 2009-0		
2009-056	19-Mar	Board	LMA	Send certified letter to owner of 11618-201 regarding covenant violation (from Dec 2008)			See 2009-019		
2009-057	19-Mar	Board	LMA	Proceed with removal of trees and ivy (per Blade Runners bid) without seeking other bids			Continues 2009-040, 2009-007		
2009-058	19-Mar	Board	Eric	Develop phased plan for revising WW parking permit process		30-Mar	30 Mar: Draft letter sent to board; need to vote on permit design, vendor, cost	J	11
2009-059	19-Mar	Board	Teri	Provide parking space painting requirements to Pavement Solutions (additional reserved parking spaces, corrections)	19-Mar	30-Mar	8 Apr: Teri followed up with Pavement Solutions regarding painting parking spaces 23 Apr: Craig Russell of Pavement Solutions tentatively scheduling work for week of 26 April	J	11
2009-060	19-Mar	Board	Teri	Draft covenant violation letter to 11604 (vandalism to parking space)	30-Mar	30-Mar		J	11
2009-062	19-Mar	Board	LMA	Distribute satellite dish resolution, application form, and letter to WW			See 2009-061		
2009-063	19-Mar	Board	Sharon	Send email to 11616-201 regarding flying flag properly	20-Mar	23-Mar		J	4
2009-064	19-Mar	Eric	LMA	Forward request to appeal late charge (2112-200) to LMA to reconcile account and provide status to the board		23-Mar			

ID	Request Date	Request from	To	Request	Response Date	Resolve Date	Response	Status	Days to resolve
2009-065	19-Mar	Board	Teri	Schedule meeting of board members to discuss landscape concept for WW and develop criteria / requirements for a community landscape plan	20-Mar	22-Mar		J	3
2009-066	21-Mar	Teri	LMA	Remove tarp from 11614-11616 WBC		30-Mar	Continued from 2009-004 30 Mar: Eric observed tarp was removed from building	J	9
2009-067	22-Mar	Teri	LMA	Remind WW cleaning crew to check dog waste bag dispensers during each visit to the property and replace any empty boxes in the dispensers	22-Mar	23-Mar	inventory of dog waste bags is stored in lower utility closet at 2100 GWW	J	1
2009-068	22-Mar	Eric	LMA	Provide contacts for Dominion and Dixie Electric to answer questions about exterior lighting options at WW		23-Mar		J	1
2009-069	23-Mar	Teri	LMA	Inform attorney (Harry Lowe) that the account in arrears for an owner should reflect the 2009 assessment fee increase	8-Apr	8-Apr	8 Apr: Diana spoke with Harry Lowe, who will inform the court of the assessment fee increase	J	16
2009-070	23-Mar	Teri	LMA	Inform attorney (Harry Lowe) that the accounts in arrears for 4 owners should be added to the list of accounts requiring legal action	8-Apr	8-Apr	8 Apr: Diana spoke with Harry Lowe, who recommends foreclosing on the delinquent accounts. Diana will add to April board meeting agenda for board approval. Teri reports that one of the units cited is vacant. 9 Apr: Another cited unit was contacted by Harry Lowe and claims that the account was brought current.	J	16
2009-071	1-Apr	Eric	LMA	Send covenant violation letter to 11614-100 (trash)			This is a warning letter only		
2009-072	1-Apr	Eric	LMA	Send covenant violation letter to 11617 (cigarette butts)					
2009-073	4-Apr	Eric	LMA	Repair collapsing balcony wall and railing at 11611 WBC. The balcony wall is detached from the building at one end and appears to be weak enough to fall off	4-Apr		Cutting Edge provided proposal 10 Apr: Teri raises concern regarding whether the plan takes into account that the entire wall/roof structure is falling away from the building 16 Apr: Ron replies w/ details of repair		
2009-074	7-Apr	Diana	LMA	Set up meeting with EV Air to inspect balconies that were renovated by EV Air	7-Apr	7-Apr	Continued from 2009-054 11 Apr: Inspection scheduled for Tues 21 Apr 23 Apr: Teri provided notes via email on balcony inspections	J	0

ID	Request Date	Request from	To	Request	Response Date	Resolve Date	Response	Status	Days to resolve
2009-075	8-Apr	Teri	LMA	Request meeting between WW and LMA (Dave and Diana) to finalize service contract	9-Apr	10-Apr	9 Apr: Dave wants to review requests submitted by Teri 10 Apr: meeting with Laura Poole (LMA office mgr) and Diana will be 16 Apr at Teri's home 21 Apr: Follow-up from Laura on review of reporting capabilities; will forward revised contract by 4 May	J	2
2009-076	9-Apr	Teri	LMA	Check with Maple Leaf and find out when next gutter cleaning is scheduled; accelerate if necessary to clear gutters that were observed to be clogged after recent rains	9-Apr	16-Apr	9 Apr: Diana reports that gutter cleaning is scheduled for the end of April but will request cleaning ASAP; cleanings increased to 4 per year but will request another increase to 6 per year. Contract includes 2 carport roof cleanings per year	J	7
2009-077	9-Apr	Teri	LMA	Schedule appointment for Cutting Edge to run electrical wiring for attic fans at 11618 ISC #300 and #301. Wiring should be connected to meter for 11618 ISC			This action was approved by vote at the March 2007 board meeting; LMA received the action in early 2008 but may have been overlooked during the change in property managers		
2009-078	16-Apr	Teri	LMA	Schedule carpet cleaning for the garden condo entryways in June/July and solicit bids that include standard specifications for this task					
2009-079	16-Apr	Teri	LMA	Schedule preventive maintenance (Kiddco specified) on gas water heaters in garden condos. Proposed work over \$2000 should be communicated to the board immediately for prompt turnaround		17-Apr	17 Apr: Kiddco performed inspection of water heaters. A few minor leaks were found. Repairs will be scheduled (with notice of water shut-off to residents)		1
2009-080	16-Apr	Eric	Eric	Provide LMA with link to WW rules & regulations on the WW website		26-Apr			10
2009-081	16-Apr	Eric	LMA	Schedule removal of all satellite dish antennas that are not in compliance with WW resolution by 18 May					
2009-082	16-Apr	Board	LMA	Send covenant violation letter to non-resident owner (cc to tenant) regarding non-compliant window coverings			See April Executive Session item #19		
2009-083	16-Apr	Board	LMA	Send \$50 assessment to owner for repainting reserved parking space			See April Executive Session item #20		

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

Date: Thursday, May 21, 2009

Location: Langston Hughes Middle School, Reston, VA (Health Room was not available)

Call to order: 7:03 pm EDT

Attendees – Board, Management, Service Providers

J	Name	Position
J	Eric Orr	President
	Sharon Brooker	Vice President
J	Teri Jaeger	Treasurer
J	Suzanne Wolfe	Secretary
J	Gay Dillin	At Large
	Diana Fritts	Property Manager, Loudoun Management Associates

Approval of Minutes

Teri moved a motion to accept the minutes with the amendments she noted. Eric seconded the motion; it was approved by all.

Members Forum

None.

Report of Officers

No President's report was given.

No Treasurer's Report was given.

Report of Managing Agent

None as no one from LMA was present.

Property Inspection. LMA to perform property inspection next week, weather permitting.

Landscaping – Some members met informally on Sunday, 17 May; Eric to write RFP for landscape architect to develop a plan. A meeting with Mulch Solutions is scheduled for Wed. 27 May.

Teri moved to remove pond, fill in, and plant w/ferns; Gay seconded, approved by all. Suzanne will contact Blade Runners to take care of this.

Maintenance – Gutter cleaning was completed today 21 May by Maple Leaf. Dominion Power pole numbers have been documented and letter will be written asking them to attest to the information provided.

Parking – Mr. Parks volunteered to work on parking enforcement.

Satellite dish antenna removal – Need Diana to confirm this was finished on 20 May or possibly 21 May.

Parking Permit registration – As of 21 May, 92 vehicles have been registered which is approximately 50% of vehicles at Woodwinds

2007 Audit – Teri moved to accept the draft audit with amendments provided by Teri to Goldklang; accepted unanimously

Auditor engagement letter for 2009 – Teri moved to accept letter as is, which she will sign and return, expressing disappointment in their unwillingness to accept our suggested terms.

Balcony issues – Balcony at 11611 WBC has been repaired. Board needs to identify balconies that need renovating. Teri to submit summary report from EV Air to LMA for inclusion in June board packet. County permits must be obtained, which usually takes 3-4 months from the time of confirming the job until the time it starts.

Verizon FIOS PAL – Teri moved to sign the PAL, Eric seconded, approved by all.

Legal Status Report – was NOT provided as LMA promised.

Gay will ask Sharon to review 2007 surveys to ID units with leaks (possible balcony repairs).

Board to review LMA contract and provide comments.

Diana to review action item list and provide status of open items by the June meeting.

Has LMA responded to our request for legal information regarding initiating foreclosures on units at Woodwinds?

Date of Next Meeting

The next Woodwinds Board Meeting will be held on June 18, 2009, at 7:00 pm (at the Hunter Woods Community Center, Room 2) in Reston, VA.

Adjournment

Eric moved to adjourn the meeting and Gay seconded it, and it was unanimously approved at 9:05 pm EDT.

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2009-021	15-Jan	Board	LMA	Instruct contractor to remove personal items from balcony above Wilfried Byl's patio home so that work can be completed					
2009-029	2-Feb	Eric	LMA	Send covenant violation letter to 11614-201 (pet waste)			Related to 2009-047	J	

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2009-031	13-Feb	Teri	LMA	Forward list of lollipop lights to Dominion for their use in identifying ownership			Continuation of 2009-012		
2009-031	17-Feb	11620-101	LMA	Schedule final repairs to 11620-101 after Cutting Edge resolved water leaks			Related to 2009-015 , 2009-032		
2009-032	17-Feb	Teri	LMA	Request summary of repairs made to 11620-101 by Cutting Edge for future reference in ground-level condo leak issues			Related to 2009-015 , 2009-031		
2009-033	19-Feb	Board	LMA	Contact EV Air regarding epoxy solution employed on renovated balconies. Andy Palmer (11604 ISC) reports epoxy is separating from balcony surface (see 2009-013 , 2009-034)	19-Mar		19 Mar: Diana reports that Tristan (EV Air?) inspected Andy Palmer's balcony (11604 ISC) and found no problem.		
2009-034	19-Feb	Board	LMA	Direct EV Air to inspect all balconies renovated in 2006 for deterioration of epoxy treatment; if problems are found, EV Air should present a solution	19-Mar		19 Mar: This inspection should include Andy Palmer's balcony (11604 ISC) since reports from Gay (WW) and Tristan (EV Air) conflict. Related to 2009-033		
2009-035	19-Feb	Teri	LMA	Request commitment from Goldklang to complete 2007 and 2008 audits by 15 April. If Godklang cannot deliver, select another auditor to complete the work.	19-Mar		19 Mar: Diana received verbal agreement from Tammy that WW audits would be completed by end of March. 19 Mar: Teri working with Tammy; signed letter to complete 2008 audit but will not sign letter to complete 2009 audit until 2008 audit is complete. See 2009-014 9 Apr: Diana reports that 2007 and 2008 audits are complete		
2009-036	19-Feb	Board	LMA	Ask Cutting Edge for a detailed report of work done on Clark residence (11620-101)	19-Mar		19 Mar: Diana reports that Ron has completed the work on the Clark unit but has not written a report yet		
2009-038	19-Feb	Board	LMA	Solicit bids from glass replacement companies to replace windows in common areas (Garden condo entrances). Bids should include screens for windows 2100-2108 GWW.	16-Mar		16 Mar: LMA includes Reston Glass proposal in board packet for March 19 Mar: LMA contacted Banner Glass and expects a bid from them		
2009-039	19-Feb	Board	LMA	Solicit bids for painting building trim, carport frames and hand railings	19-Mar		19 Mar: LMA expecting bid from Cutting Edge; needs to identify 2 additional vendors		
2009-041	19-Feb	Board	LMA	Solicit bids for removing dead tree near 11656 ISC TERI: I thought that at Mar board meeting we said to hold off and do with 2009-042 -- board to look at trees after they have leafed out to decide what is dead.					
2009-042	19-Feb	Board	LMA	Solicit bids for removing deciduous trees that are almost dead					

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2009-043	19-Feb	Board	LMA	Ask Cutting Edge to supply Condo Building Roof replacement specifications to the board.	19-Mar		19 Mar: No action		
2009-044	19-Feb	Board	LMA	Move more delinquent accounts to the collection attorney's docket for action and follow-up					
2009-045	19-Feb	Board	LMA	Solicit bids from vendors to repair retaining wall under pavilion	19-Mar		19 Mar: No action		
2009-047	22-Feb	Eric	LMA	Send due process letter to 11614-201			Related to 2009-029		
2009-048	23-Feb	11611	LMA	Request immediate repairs to balcony wall at rear of unit					
2009-049	3-Mar	LMA	Board	Post water shut-off notice for 11616 on 9 Mar at 9:30 am					
2009-052	13-Mar	Teri	LMA	Get dominion to provide estimate to complete repair of lollipop light 40 (originally reported out 27 Jan)			Continues 2009-026 TERI: Per Dominion, light is unrepairable. Dominion needs WWs to select new light style. WWs needs cost info (and cost share info) which Dominion can't provide, to prepare plan to present to RA.		
2009-053	19-Mar	Eric	Eric	Contact RA to find out requirements for replacement exterior lighting in Reston	23-Mar	24-Mar	24 Mar: Received 1995 Lighting Task Force report from RA	J	5
2009-055	19-Mar	Board	LMA	Contact Goldklang to locate original 2006 documents for audit			Related to 2009-0		
2009-056	19-Mar	Board	LMA	Send certified letter to owner of 11618-201 regarding covenant violation (from Dec 2008)			See 2009-019		
2009-057	19-Mar	Board	LMA	Proceed with removal of trees and ivy (per Blade Runners bid) without seeking other bids			Continues 2009-040, 2009-007		
2009-058	19-Mar	Board	Eric	Develop phased plan for revising WW parking permit process		30-Mar	30 Mar: Draft letter sent to board; need to vote on permit design, vendor, cost	J	11
2009-059	19-Mar	Board	Teri	Provide parking space painting requirements to Pavement Solutions (additional reserved parking spaces, corrections)	19-Mar	30-Mar	8 Apr: Teri followed up with Pavement Solutions regarding painting parking spaces 23 Apr: Craig Russell of Pavement Solutions tentatively scheduling work for week of 26 April	J	11
2009-060	19-Mar	Board	Teri	Draft covenant violation letter to 11604 (vandalism to parking space)	30-Mar	30-Mar		J	11
2009-062	19-Mar	Board	LMA	Distribute satellite dish resolution, application form, and letter to WW			See 2009-061		
2009-063	19-Mar	Board	Sharon	Send email to 11616-201 regarding flying flag properly	20-Mar	23-Mar		J	4
2009-064	19-Mar	Eric	LMA	Forward request to appeal late charge (2112-200) to LMA to reconcile account and provide status to the board		23-Mar			

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2009-065	19-Mar	Board	Teri	Schedule meeting of board members to discuss landscape concept for WW and develop criteria / requirements for a community landscape plan	20-Mar	22-Mar		J	3
2009-066	21-Mar	Teri	LMA	Remove tarp from 11614-11616 WBC		30-Mar	Continued from 2009-004 30 Mar: Eric observed tarp was removed from building	J	9
2009-067	22-Mar	Teri	LMA	Remind WW cleaning crew to check dog waste bag dispensers during each visit to the property and replace any empty boxes in the dispensers	22-Mar	23-Mar	inventory of dog waste bags is stored in lower utility closet at 2100 GWW	J	1
2009-068	22-Mar	Eric	LMA	Provide contacts for Dominion and Dixie Electric to answer questions about exterior lighting options at WW		23-Mar		J	1
2009-069	23-Mar	Teri	LMA	Inform attorney (Harry Lowe) that the account in arrears for an owner should reflect the 2009 assessmnet fee increase	8-Apr	8-Apr	8 Apr: Diana spoke with Harry Lowe, who will inform the court of the assessment fee increase	J	16
2009-070	23-Mar	Teri	LMA	Inform attorney (Harry Lowe) that the accounts in arrears for 4 owners should be added to the list of accounts requiring legal action	8-Apr	8-Apr	8 Apr: Diana spoke with Harry Lowe, who recommends foreclosing on the delinquent accounts. Diana will add to April board meeting agenda for board approval. Teri reports that one of the units cited is vacant. 9 Apr: Another cited unit was contacted by Harry Lowe and claims that the account was brought current.	J	16
2009-071	1-Apr	Eric	LMA	Send covenant violation letter to 11614-100 (trash)			This is a warning letter only		
2009-072	1-Apr	Eric	LMA	Send covenant violation letter to 11617 (cigarette butts)					
2009-073	4-Apr	Eric	LMA	Repair collapsing balcony wall and railing at 11611 WBC. The balcony wall is detached from the building at one end and appears to be weak enough to fall off	4-Apr		Cutting Edge provided proposal 10 Apr: Teri raises concern regarding whether the plan takes into account that the entire wall/roof structure is falling away from the building 16 Apr: Ron replies w/ details of repair 29 Apr: Brad checks on status of request to repair balcony wall; Diana to coordinate with Ron Torkas of Cutting Edge 4 May: Brad checks on stats of request to repair balcony 5 May: Diana coordinates repairs with Cutting Edge		

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2009-074	7-Apr	Diana	LMA	Set up meeting with EV Air to inspect balconies that were renovated by EV Air	7-Apr	7-Apr	Continued from 2009-054 11 Apr: Inspection scheduled for Tues 21 Apr 23 Apr: Teri provided notes via email on balcony inspections	J	0
2009-075	8-Apr	Teri	LMA	Request meeting between WW and LMA (Dave and Diana) to finalize service contract	9-Apr	10-Apr	9 Apr: Dave wants to review requests submitted by Teri 10 Apr: meeting with Laura Poole (LMA office mgr) and Diana will be 16 Apr at Teri's home 21 Apr: Follow-up from Laura on review of reporting capabilities; will forward revised contract by 4 May	J	2
2009-076	9-Apr	Teri	LMA	Check with Maple Leaf and find out when next gutter cleaning is scheduled; accelerate if necessary to clear gutters that were observed to be clogged after recent rains	9-Apr	16-Apr	9 Apr: Diana reports that gutter cleaning is scheduled for the end of April but will request cleaning ASAP; cleanings increased to 4 per year but will request another increase to 6 per year. Contract includes 2 carport roof cleanings per year	J	7
2009-077	9-Apr	Teri	LMA	Schedule appointment for Cutting Edge to run electrical wiring for attic fans at 11618 ISC #300 and #301. Wiring should be connected to meter for 11618 ISC			This action was approved by vote at the March 2007 board meeting; LMA received the action in early 2008 but may have been overlooked during the change in property managers		
2009-078	16-Apr	Teri	LMA	Schedule carpet cleaning for the garden condo entryways in June/July and solicit bids that include standard specifications for this task					
2009-079	16-Apr	Teri	LMA	Schedule preventive maintenance (Kiddco specified) on gas water heaters in garden condos. Proposed work over \$2000 should be communicated to the board immediately for prompt turnaround		17-Apr	17 Apr: Kiddco performed inspection of water heaters. A few minor leaks were found. Repairs will be scheduled (with notice of water shut-off to residents)		1
2009-080	16-Apr	Eric	Eric	Provide LMA with link to WW rules & regulations on the WW website		26-Apr			10
2009-081	16-Apr	Eric	LMA	Schedule removal of all satellite dish antennas that are not in compliance with WW resolution by 18 May					
2009-082	16-Apr	Board	LMA	Send covenant violation letter to non-resident owner (cc to tenant) regarding non-compliant window coverings			See April Executive Session item #19		
2009-083	16-Apr	Board	LMA	Send \$50 assessment to owner for repainting reserved parking space			See April Executive Session item #20		

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2009-084	26-Apr	Teri	LMA	Secure thresholds at entrances to 2116 and 2118 GWW					
2009-085		Teri	LMA	Schedule dryer vent cleaning for all units			dryer vent cleaning start 4/23, cont 4/27		0
2009-086		Teri	Pavement Solutions	paint reserved parking spaces for 22 spaces					0
2009-087		Teri	Pavement Solutions	correct incorrect numbering on reserved parking space for 2102-100					0
2009-088	29-Apr	Eric	LMA	prepare and mail parking permit letter to WW		1-May	Diana prepared and mailed parking permit letter to WW		2
2009-089	4-May	Eric	LMA	Ask Cutting Edge to apply touch-up paint to hand railing at 11611 WBC					
2009-090	8-May	Eric	LMA	Ask Maple Leaf to advise if gutters at 2110 are adequate for building; schedule gutter cleaning					
2009-091	10-May	Eric	LMA	remove graffiti from brick wall at South Lakes entrance to community		11-May	Cutting Edge removed graffiti from brick wall at South Lakes entrance to community		
2009-092	12-May	Eric	LMA	send covenant violation to 11604 ISC for artificial plant in front yard					
2009-093	12-May	Eric	LMA	send covenant violation letter to 11602 WBC for trash, construction material stored on kitchen patio					
2009-094	12-May	Eric	LMA	send covenant violation letter to 11617 WBC for cigarette butts on front and side patios					
				ask Blade Runners to inspect restored drain at 11614 WBC to ensure it is not backed up					