

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

Date: Thursday, April 18, 2013

Call to order: 7:00 pm, by Eric

Location: 2102 Green Watch Way #300

Attendees – Board, Management

✓	Name	Position
✓	Eric Orr	President
✓	Patrick Shagena	Vice-President
✓	Teri Jaeger	Treasurer
	Gavin Wright	Secretary
	Richard Harris	At Large
✓	Diana Fritts	Property Manager, Horizon Community Services

Approval of Minutes

Draft minutes of the March meeting were not available. They will be approved via email, or at the May meeting.

Inter-Meeting Decisions

The entire board voted, via email on April 2, 2013, in favor of approving a payment plan for 2108 Green Watch Way #300. Teri moved to ratify that vote, Eric seconded, and the motion passed unanimously.

President's Report

None.

Treasurer's Report

Teri reported that the draft audit for 2011 and 2012 shows Woodwinds to be financially sound. We finished 2012 under budget, and member unappropriated equity is now \$85,970, about 14% of annual assessments. This is the first time in decades that Woodwinds' accumulated excess operating funds has fallen within the recommended buffer of 10% to 20%. Teri will follow up on some questions with Tammy Suter of Goldklang Goup CPAs, P.C., and with Horizon Community services, before completing and signing the representation letter and returning it to Goldklang.

Teri will also follow up directly with Diane on some minor issues with the March 2013 financial reports.

Management Report

Diana distributed a proposal from Cutting Edge to redo the exterior stairs at 2122 Green Watch Way to meet current code regarding tread depth and rise, and to extend the hand rail through the final step up to the entry door. Diana indicated that the asphalt marking for a handicapped parking spot in front of 2122 Green Watch Way has been completed by Pavement Solutions.

Diane distributed an email from Rick Stumpf of Dixie Electric, Inc. regarding the non-functioning step lights at 11604 and 11606 Windbluff Court. She will email the board the referenced proposal for their consideration before any decision is made.

Old Business

None.

New Business

Appointment of Board Member. Teri moved to accept Richard Harris' resignation from the board and appoint Diane Morris to fill the vacancy. Eric seconded, and the motion was approved unanimously. Eric will schedule a meeting with Diane.

Election of Officers. Teri moved to elect Eric as president, Patrick as vice president, Teri as treasurer, Gavin as secretary, and Diane as at-large member. Patrick seconded, and the motion was approved unanimously. Teri will update the notices in the garden style entryways, update the web site, and update the WoodwindsBoard yahoo group.

Exterior Stairs and Railings at 2122 Green Watch Way. Teri moved to approve the proposal from Cutting Edge for \$11,750 to redo the exterior stairs and hand railings at 2122 Green Watch Way. Eric seconded, and the motion was approved unanimously. Diana will schedule the work as soon as possible.

Garden Style Stairway Carpet and Window Cleaning. Teri moved to schedule cleaning of the garden style stairway carpets by M & WR in May for \$1020, and cleaning of the garden style stairway windows by M & WR in June for \$850. Diana will follow up.

Garden Style Stairway Windows and Screens. In 2013, \$4,000 has been budgeted for replacement of fogged windows and damaged screens in the Garden Style Stairways. The board asked Diana to get an estimate from Reston Glass to do so for each of the 17 entryways, with the estimate broken down by amount for each entry (by address). The board will then decide which entrances to undertake this year.

Pavilion Power Washing and Sealing or Staining. The reserve study notes that the pavilion is overdue for power washing and sealing or staining, and allows for this work in 2013. The board asked Diana go get three proposals for power washing the pavilion, and three proposals for sealing or staining.

Pavement Maintenance. The reserve study notes that there are numerous cracks in the pavement, and allows for maintenance work in 2013. The board asked Diana to have Craig Ferguson of Pavement Solutions evaluate the pavement and recommend work and provide cost estimates.

Executive Session

None.

Adjournment

The meeting was adjourned at 7:45 pm.