

WOODWINDS COUNCIL OF CO-OWNERS BOARD MEETING MINUTES

Date: Thursday, December 15, 2011**Location:** 2102 GreenWatch Way #300, Reston, Va. 20191

Attendees – Board members, Management

✓	Name	Position
✓	Eric Orr	President
✓	Patrick Shagena	Vice President
✓	Teri Jaeger	Treasurer
✓	Travis Collins	Secretary
✓	Richard Harrison	At Large
✓	Diana Fritts	Property Manager, Loudoun Management Associates

Meeting called to order by Eric Orr at 7PM.

Approval of Minutes – Eric moved to approve October minutes as amended; seconded by Patrick.

Teri moved to approve Special meeting minutes as amended; seconded by Eric.

Report of Officers

Treasure's Report - Management contract Year-To-Date actual does not meet YTD budgeted; as it is a contract. Explained as a mischarge to "Other".

Janitorial contract YTD actual does not match YTD budget; and it is a fixed cost contract.

According to budget we are ahead \$22k, but revenue is down ~\$4,500. Explained as a writing off bad debt, taxes and insurance cost fluctuations, and lawyer fee clarifications. Professional fees are \$18,000 over budget, but are made up by garden style condo fees over budgeting.

Proposes to sell bonds to take capture gains. ~\$24,000 and ~\$46,600 in bonds. About \$207,000 with Edward Jones. Propose to move ~\$80,000 from current bonds to new bonds.

Manager's Report – EV Airtight inspections are complete. One unit to receive notice of repairs needed by unit owner; due to unit owner's actions.

Attic fan inspections are under way; 22 remaining. Unit owners are being contacted. Contact information is missing for some remaining units.

Owners of units that are being rented, but for which LMA does not have a copy of the lease, are being notified. Owners are responding.

Cutting edge has completed cleaning all gutters and installing gutter guards on all buildings.

Old Business

New Business

Eric moves to vote to give Teri consent to make changes, referenced in Treasure's report, to bond investments in Edward Jones account. Patrick seconds. Vote passes unanimously.

Teri moves that any attic fan not found to be connected correctly should be billed to the installing company. Patrick seconds. Approved unanimously.

Teri moved to approve the bid for car port roof leaf removal. Eric seconds. Passes unanimously.

Action Items

#8712 Balcony Inspections – Closed

#8879 Schedule Chimney Inspections – Closed

#8926 Send turf map – Closed

#8927 Charge trash violation fees – Closed

#8999 Roof Leaf Blowing – Closed

Lights to be replaced. Reston doesn't like Sodium Vapor lights. Dominion has a third new option. Discussion to replace lights, rather than just bulbs.

Diana to contact Ron about his opinions on installing a grate or retaining wall to keep snow from melting and re-freezing on side walk in front of 11613 Windbluff.

Travis to email redirect HTML to Eric.

Travis to add link to Horizon pay gateway.

Travis to create Patrick email forward from woodwindsreston.com

Travis to talk to Kathryn.

Executive Session

No executive session was held.

Adjournment

Next Meeting is January 19th, 2012 at 7PM.

Closed at 8:46 PM.

Date of Next Meeting

The next Woodwinds Board Meeting will be held on Thursday, January 19th, 7: p.m. at 2102 GreenWatch Way #300, Reston, Va. 20191.