
WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, January 16, 2014

Location: 11604 Ivystone Court, Reston, VA 20191

Attendees – Board members, Management

<input type="checkbox"/>	Name	Position
X	Eric Orr	President
X	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
X	Gavin Wright	Secretary
X	Diane Morris	At Large
X	Diana Fritts	Property Manager, Horizon Community Services

E-mail approved board votes prior to the month meeting

None.

Meeting called to order by Eric at 6:02 p.m.

Approval of Minutes

December minutes were presented. Eric moved to accept as published, Patrick seconded; passed unanimously.

Report of Officers

President's Report

No Report

Treasure's Report

2013 should finish in good financial shape. Over on legal fees and collections. But the community should be under budget by \$25k.

Teri needs invoices from Diana for December.

Manager's Report

Teri speaking for Diana

None.

Old Business

Handrail at 2122 GWW – Diana has told Cutting Edge to manufacturer the handrail.

Handrail at 11604 ISC – Resident needs a handrail to assist moving into her home. Board will look into finding a solution.

PVC downspouts – Look into painting the spouts (Cutting Edge); Horizon will get 3 bids.

Balcony renovations – Eric moved, Diana seconded, all approved action to renovate 10 balconies in 2014. Details (which ones, when, etc.) to be worked out by Teri and Horizon; other board members will assist thereafter.

2014 Reserve Study.

Motion to join CAI. Eric moved, Diane seconded. All approved action for Diana to help apply Woodwinds for membership.

New Business

For 2014.

- Concrete work is required now that some of the drainage has been completed as part of the landscape plan. There is pooling in areas that needs to be addressed.
- Kate (landscape architect) informed the board that there are external concrete stairs that need to be repaired or replaced.
- Getting a quorum for the annual meeting.
- Develop calendars with annual/recurring activities.

Voted and approved window cleaning in Feb as budgeted.

Diana will contact Cutting Edge to pick up debris generated from speed bump damage in front of 2106.

Teri will ask MW&R (housekeeping contractor) to follow up with bulb replacements per contract. We are having issues with unfulfilled bulb replacement requests.

11600 drainage issues – Owner expressed concerns with drainage solution. Kate was given property owner info and asked to follow up with owner. Diana will contact owner to see if Kate contacted him.

Executive Session

Session started at 7:10 p.m.

11656 ISC to be contacted regarding late fees.

Board voted unanimously to approve the following fees:

- 2114 GWW #200. Late fee of \$25. Owner moved.
- 2108 GWW #200. Late fee of \$175. Owner moved.

Session ended at 7:14 p.m

Adjournment

Concluded at 7:15 p.m.

Date of Next Meeting

The next Woodwinds Board Meeting will be held Thursday, February 20 at 6 p.m. at Patrick's residence.