

WOODWINDS COUNCIL OF CO-OWNERS BOARD MEETING MINUTES

Date: Thursday, October 18, 2012

Location: 2102 Green Watch Way #300, Reston, Va. 20191

Attendees – Board members, Management

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

Meeting called to order by Eric at 7:00PM.

Approval of Minutes –

Eric moved to accept the minutes as amended. Passed unanimously.

Report of OfficersPresident's Report

No president's report

Treasure's Report -

No treasure's report

Manager's Report -

Old Business

Teri moved that 11602 Ivystone attic fan be repaired or replaced if not covered under warranty. Eric seconded. Passed unanimously.

Teri moved that Potomac be engaged to clean all external dryer vents at \$4,176. Eric seconded. Passed unanimously.

Eric to draft a "trash letter" that will be hand delivered to units.

Eric discussed having a permanent outdoor bike rack installed.

Teri moved to perform the 2nd of the three budgeted window cleanings for the year. Eric seconded, and approved unanimously.

Country Termite is investigating wasp/hornet nests at 2120.

Travis Collins asked for an exception to single real estate sign for the sale of his unit. Two signs, one on each side of the unit is requested. Eric moved to approve. Teri seconded. Passed unanimously

New Business

Teri moved to accept M&WR cleaning contract for \$14,076. Eric seconded, passed unanimously.

Action Items

9986 - Open - Increases for gas and water are not available yet

10059 - Closed - Blade Runners contract is expected to go up 2%

10060 - Open - Carpet and Window cleaning being scheduled

10061 - Closed - Dryer vents have been cleaned

Executive Session

No executive session.

Adjournment

Closed at 8:34 PM.

Date of Next Meeting

The next Woodwinds Board Meeting will be held in conjunction with the annual member meeting Wednesday, November 14th, 7:00 p.m.