
WOODWINDS COUNCIL OF CO-OWNERS BOARD MEETING
MINUTES

Date: Thursday, October 17, 2013

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

Meeting called to order by Eric at 7 p.m.

Approval of Minutes

Eric motioned to approve September minutes, Diane second. All approved

Report of Officers

President's Report

No Report

Treasure's Report

Need to update budget for annual meeting. Will be in touch with management company this week

Manager's Report

Dixie Electric Report – The report has been completed. Hard copies have been given to the board. Management company will retain a soft copy.

Old Business

Lighting 11604-11606 Windbluff - Ground lighting has been out for years. Voted to include re-establishment of ground lighting with other electrical work in area.

No response from Dominion regarding the "43rd" light.

Towing from Resurfacing

Member forum - Derrick Lawson owner of 2110 #301. Tenants contacted owners because they returned home on Sunday night (around 1 a.m.), and no car was present. Owners called police. Contacted owner a few days later. Derrick contacted Eric. Board - gave 72 hour's notice. Schedule for work was set the Wednesday before - notices posted on Tuesday. Towed a total of 6 cars, at association expense due to short notice. Derrick has a few concerns. Tenants threatened legal action. If damage to the vehicle - they will want it fixed. Another resident also called police about their car being missing, but found the car almost immediately. Eric - lesson learned. Coordinating 144 units, we need to make executive decisions. Derrick - will be in touch with the board regarding the results of his conversation with his tenants. Board will take action based upon that conversation.

New Business

Various lights are out on west end of Ivystone, including some or all ground lights, some or all carport lights, some or all lights near west side of South Lakes entrance. Not known at this point if problem is Dominion's or Woodwinds. Teri will find provide Diana with the location of the pedestal meter, info on what lights are on pedestal, account number, etc, and then Horizon will follow up with Dixie and/or Dominion.

Teri motion – have M&WR clean carpets in garden style stairwells for \$1020. Has been budgeted for. Patrick second. Passed unanimously.

Teri motion – have M&WR clean windows in garden style stairwells for \$850. Has been budgeted for. Patrick second. Passed unanimously.

Teri, Diane, and Eric met with lawyer, who had reviewed the governing documents. Suggested that quorum and handling of proxies be revised first, and then additional changes made after new quorum and proxy rules are in place.

Annual Meeting - Teri will prepare budget. Eric will prepare a letter and other documents for mailing.

Lawyer recommended board join Community Association Institute. Diane to get cost info for board decision.

Kate Davidson - Teri had a 30 minute conversation with Kate. Teri see if she can be at the annual meeting. Good to have tree removal and drainage work prices locked in for entire project. Market is rebounding for trees and plants, landscaping, walls, so actual costs will probably be more than estimated in 2012. Kate needs to rework plan for trees, plants, landscape work for this fall, as well as work to be done in 2014. Likely to run \$20k more than the \$47k estimated in 2012.

Executive Session

Entered session at 8:30 p.m.

2106 GWW #300 - \$146/month catch up payment on hold until he gets a job or 6 months. Eric - motion. Teri - second. Passed unanimously.

2108 GWW #101 – Filed Chapter 13. Motion to accept counter offer. Teri motion. Eric second. Passed unanimously.

11604 Windbluff Court - Paid all but \$188. Management will find out why.

2120 GWW #101- Only missed May payment. Management needs to collect that back payment.

2112 GWW #101 - Final entry is that matter is dismissed. It was dismissed that day, but it's going back to court. Management needs to correct.

Session ended at 8:39 p.m.

Motion by Teri to move meeting to from 7 pm to 6 pm, at least for winter months. Eric second. Passed unanimously.

Adjournment

Closed at 6:37 p.m.

Date of Next Meeting

The will not be a November board meeting, as the annual meeting will be held Tuesday, November 19, at Reston Association. If there is not a quorum for the annual meeting, the board will hold a special meeting immediately following the informational meeting to approve the budget for 2014, appoint board members, and elect officers for coming year. For December board meeting, 3rd Thursday may fall too close to Christmas to get quorum. Will decide on alternative date via email.