
WOODWINDS COUNCIL OF CO-OWNERS BOARD MEETING
MINUTES

Date: Wednesday, October 22, 2014

Location: 2102 Ivystone Court, Unit 300, Reston, VA 20191

Attendees – Board members, Management, Community

•	Name	Position
X	Eric Orr	President
X	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
X	Gavin Wright	Secretary
	Diane Morris	At Large
X	Steve Ludden	Asst. Property Manager, Horizon Community Services
X	Jackie Brathwaite	Renter 11612 Ivystone Court, Unit 101
X	Leslie Fishpaw	Owner 2104 Green Watch Way, Unit 201

E-mail approved board votes prior to the month meeting

None.

Meeting called to order by Eric Orr at 6:59 p.m.

Approval of Minutes

Eric Orr motioned to approve minutes as amended, Patrick second. All approved.

Report of Officers

President's Report

No report.

Treasure's Report

No report.

Manager's Report

No report.

Community Concerns

Jackie Brathwaite

- What's the process for the board being informed about issues members bring to the Horizon's attention?
 - Conclusion: Copy the board on communication with the Horizon.
- Tree Limb fell in front of 11608 ISC.
 - Conclusion: Horizon will look into removing dead branches from the tree. Blade Runners will take a look at tree and remove affected "dead" limbs. Patrick noted that Blade Runners should also look at the tree at 11650 ISC. Horizon noted that Blade Runners would be coming out Thursday, Oct. 23 to check out the trees.
- Erosion of 11612 ISC.
 - Conclusion: There was a walk through with Kate last week. She will be providing Horizon a quote for the issues in that area so the board can budget for a fix for that area.
- Front balcony leaks once a year.
 - Conclusion: We are looking at 11614 ISC #201 as a "test" front balcony due to leaks there. Jackie's unit has been noted as one that needs to be addressed as well.
- Rear balcony. Rain is running toward the left hand side window. Water comes into the unit at that location.
 - Conclusion: Jackie will send Horizon all the pictures and information regarding the leaks and will investigate from there.

Leslie Fishpaw

- Here to volunteer. She has free time and has expertise in communications.
 - Conclusion: Board would like a 1-2 page proposal and costs on what she would like to contribute. Most likely needs to occur after the annual meeting

Old Business

Old Business

- Fogged Windows at 11620 #201.
 - Action: Horizon will send a letter out this week.
- Front Balcony bowing at 11620 #200.
 - Action: Horizon is getting a proposal.
- 11612 Windbluff rear balcony.
 - Action: Teri will move her up the list on the balcony renovation project.
- Matilda Lawrence.
 - Broken cinderblocks have not been repaired.
 - Action: Horizon will get a quote and get it repaired.
 - Drywall in her unit. Cutting Edge came and filled holes leading into the unit.
 - Action: Horizon will call Matilda and find her expectation regarding finding the source of the musty smell. Then take appropriate action to meet those expectations.
 - Gutters need to be cleaned.
 - Conclusion: Cleaned by Maple Leaf.
- Gutter Cleaning.
 - Action: What is the community's status of our contract from Maple Leaf. If no contract, get proposals for annual gutter cleaning contracts.
- Henry's Towing, update contacts.
 - Conclusion: Horizon has worked with Henry's to update the call list.
- FHA contract.
 - Update: Horizon submitted additional information to Gary. Gary said things should be "good to go".
 - Action: Get final status at December meeting.
- Richard Harrison. Horizon informed him that we can't find any record or a thermostat or heater installed. Richard is checking with his current tenant at 11614 ISC #300.
 - Action: Horizon will search further back with Kiddco and Cutting Edge for work at both #300 and #200. Teri will do some research. Eric will look through e-mails. Horizon will contact unit owner at #200 and find out when it might have been installed.
- Parking Passes need to be purchased for 2015.
 - Action: Eric will purchase passes.
- Annual Meeting. Room reservation is from 7 p.m. - 10 p.m. Meeting time will be 7:30 p.m.
 - Action: Patrick will proof Eric's documents to be sent to Horizon, then distributed to the community.
 - Update: Patrick finalized proof and returned to Eric before the end of the meeting.
- Holes covered by chicken wire at 2102 GWW, Unit 101. Cutting Edge came out and performed work.
 - Action: Horizon will follow-up to see what they've done.

- Linda Liner grading. Horizon reached out to Kate to get a quote. No response from Kate.
 - Action: Horizon will reach out to Kate one last time for a quote. If no response, then they will find another contractor to do the work.

New Business

- Exterior Painting (excluding carports and front pieces of garden style), trim work needs to be performed.
 - Action: Horizon will get several quotes for repair and painting to include a townhouse and condo building.
- Snow maps need to be provided to Horizon.
 - Conclusion: Eric gave maps to Horizon at the meeting.
- 11616 ISC Lighting Out. Two glass ceiling fixtures, one globe is gone, another was on the ground. Also, an exterior light was out.
 - Action: Board will take a look and provide update to Horizon.
- Radon pipe that needs to be painted at 11613 Windbluff.
 - Update: Horizon says it will be completed by Oct. 24, 2014.
- Anne Rae new heat pump at her unit.
 - Action: Eric will communicate with Anne Rae that what has been done is unacceptable. Eric will let her know what needs to be done. Horizon will provide the colors.
- 11600 ISC Balcony repair due to leaks coming into the unit.
 - Action: Horizon will follow-up and make a personal visit to find out the specific issues. Patrick has volunteered to also attend since he has a similar unit.

Executive Session

Started at 8:50 p.m.

- The Board recommended to prepare a letter to the owner of 11612 WBC, regarding her influence with contractors hired by the association to implement the master landscape plan at the front of that unit. Once drafted, the letter will be sent to our attorney for review.

Ended at 8:53 p.m.

Adjournment

Concluded at 9:24 p.m.

Date of Next Meeting

Annual meeting is Tuesday, November 18 at 7:30 p.m. at Reston Association. The December meeting will be Wednesday, December 24 at 7 p.m. Location TBD. Date will need to be changed as well.