
WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, November 19, 2015

Location: 2102 Green Watch Way, Unit 300, Reston, VA 20191

Attendees – Board members, Management, Community, Vendors

ü	Name	Position
X	Eric Orr	President
X	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
X	Gavin Wright	Secretary
	Vacant	At Large
X	Dave Ciccirelli	Horizon Community Services

Board votes approved unanimously via email prior to the month meeting

- On October 23, vote to approve proposal from Loews to replace flooring at 11610 Ivystone Court due to invasive tree roots in the amount of \$3,691.36
- On November 5, vote to approve proposal from Diversified to install 4 trash pads fro \$8,460.
- On November 5, vote to approve proposal from Kiddco for \$1,950 to replace common water pipes above the ceiling at 11614 Ivystone Court, Unit 101.
- On November 5, vote to approve August 2015 Meeting Minutes.

Meeting called to order by Eric Orr at 7:02 p.m.

Approval of Minutes

Eric motioned to approve meeting minutes as amended, Teri second. All approve.

Approval of 2016 Budget

Teri moves to adopt budget as proposed. Eric second. All approve.

2016 Fee Structure

Teri moves to approve 2016 fee structure. Eric second. All approve.

Appointment of Board Members

Teri motions to appoint Eric, Teri, Patrick and Gavin to the board. Eric second. All approve.

Teri motions to appoint Eric to President, Patrick to Vice President, Teri to Treasurer, and Gavin to Secretary, and no one to At-Large. Eric seconds. All approve.

Report of Officers

President's Report

No report.

Treasure's Report

- Balance Sheet. Balance is off by \$35,000 due to a transfer that needs to take place in the future to avoid transfer fees.
- Teri is meeting with Edward Jones to discuss adjusting cash balances across various balances. Will come back to the board for a vote to make the transfers. Dave will also check with Sentry regarding their banking relationships to see if there's another option.
- Income/Expense. Ops/Maintenance - credits for that account are coming. Water/Sewer - Paid \$6,000 to Fairfax Water because of the leak on Windbluff Court. Janitorial Contract - showing negative, that's an error in recoding. Should be \$620 as budget states. Lighting Supplies/Labor - Over budget due to new monthly contract with Dixie electric to repair exterior lighting.
- Martin Byl - Board told the check had for reimbursement to Byl been cashed, but it's still showing as "outstanding".
- 3 Bills for Westerly Home Owners association that were paid from Woodwinds account. Dave will look into getting reimbursed those bills.

Manager's Report

No report.

Old Business

- Attic Insulation. Eric needs to get more details on the proposal and the options being presented. Board will most likely vote by e-mail vote or at board meeting in December. Eric will also get a schedule.
- Gutter Cleaning. Board approved the bid. HCS will schedule the fall cleaning.
- Advantech Painting Proposal. John Quinn will be giving HCS a new painting proposal.

New Business

- New Bedroom Windows for 2114 GWW #101. Teri motion to approve, Eric second. All approve.
- New Bedroom Windows for 11612 ISC #200. Teri motion to approve, Eric second. Patrick approves, Gavin abstains.
- Post approval of new windows at 2122 GWW #101. Teri motion to approve, Eric second. All approve.
- Jessica Cole. Root issue. Teri will look for Kiddco invoices related to plumbing issues. Tree is going to come down as soon as it is scheduled. HCS will have Kiddco come out again and look at the pipe to see if there's any damage. At that time we'll make a decision on next course of action.
- Stephanie Martinez. Rotting window ledge. Eric will investigate community responsibility.
- New Architectural Design Change Form. Approved and Eric will send finalized form to Leslie to post on the site.

Action Items

- 13262 - Thrive proposal for \$3,667.50 to take down the tree at 11608 and leave the wood. Teri motion to approve, Eric second. All approve.
- 13267 - Window cleaning by M&WR will take place on 11/24.
- 13268 - Carpet Cleaning by M&WR will take place on 11/24
- 13332 - Hot water inspection. Current proposal is \$90/boiler. Teri motions to approve the price of \$90/boiler to American Boiler Inspection Service, not to exceed \$1,080. Eric seconds. All approve.
- 13333 - HCS will get the next bid from Ken Fraine and we can make a decision on which contractor to award to.
- 13344 - Leak at 11642 ISC. HCS will call Cutting Edge to get a inspection to identify the leak issue.
- 13506 - Need double signed copy of the paperwork for the repair of boilers that was completed in September.
- 13508 - Dixie proposal to replace 3 pedestal fixtures at \$6,000. Teri motion to approve, Eric second. All approve.
- 13509 - HCS will go back to Dixie to get a price for 1 cleaning a year.

Executive Session

No executive session.

Adjournment

Concluded at 9:12 p.m.

Date of Next Meeting

The next meeting is on Thursday, December 17, 2015 at 2102 Green Watch Way, Unit 300.