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WOODWINDS COUNCIL OF CO-OWNERS  
BOARD MEETING MINUTES

**Date:** Thursday, October 15, 2015

**Location:** 11612 Ivystone Court, Unit 200, Reston, VA 20191

Attendees – Board members, Management, Community, Vendors

| ü | Name             | Position                                     |
|---|------------------|----------------------------------------------|
| X | Eric Orr         | President                                    |
|   | Patrick Shagena  | Vice President                               |
| X | Teri Jaeger      | Treasurer                                    |
| X | Gavin Wright     | Secretary                                    |
|   | Vacant           | At Large                                     |
| X | Genevieve Garcia | Property Manager, Horizon Community Services |
| X | Dave Cicciarelli | Horizon Community Services                   |
| X | Martin Strachan  | NOVA Installations, Inc.                     |
| X | Suzanne Fladung  | Owner 11612 Ivystone Court, Unit 200         |
| X | Linda Parkes     | Owner 2116 Green Watch Way, Unit 101         |
| X | Aaron Burns      | Guest of Linda Parkes                        |

**Board votes approved unanimously via email prior to the month meeting**

- On August 25, vote to approve proposal from Kate Davidson for proposal "D" of the master landscape plan for \$1,600.
- On September 9, vote to approve proposal from Diversified for watering and plantings installed in Fall 2015 and 2016 at \$40/man hour with Woodwinds supplying water and hoses.
- On September 9, vote to approve proposal from Diversified to implement master landscape plan at 11612 Windbluff Court at the cost of \$1,940.

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

**Approval of Minutes**

August meeting minutes no provided in board packet. Gavin will send August meeting minutes to the board for an e-mail vote approval.

### **Report of Officers**

#### President's Report

No report.

#### Treasure's Report

- Numerous issues that need to be addressed in missing line items (56300, 56874, 56876).
  - Dave and HCS will look into those issues and make fixes.
- Teri needs an updated Expense Report so she can build the budget for 2016. Right now, we are current through September.

#### Manager's Report

No report.

#### Community Concerns

Suzanne Fladung, 11612 ISC #300

- Water shut off issue. Water shutoff was not scheduled.
- Issue between HCS and Suzanne's contractor. Dave will be in touch with Suzanne's contractor. Suzanne will forward the original contract and the updated contract to HCS. HCS will be in touch early next week.
- Gavin will send Suzanne the group board address.

Martin, NOVA Installations

- Eric will create a PDF so Leslie can post on the site and we can deliver it to NOVA so they can provide.
- Martin will provide number of units that have already been installed.

Linda Parkes, 2116 GWW #101

- Submitting an application to extend the patio.
- Eric will check with RA for any roadblocks.
- Eric will e-mail the approval form to Linda.
- Board will try to conduct an e-mail vote for approval.

### **Old Business**

- 3 gutter cleaning bids
  - HCS will e-mail all bids for an e-vote before the end of the month.

- Kiddo Boiler Proposal - \$20,500 to replace boilers. Teri moves to accept, Gavin second. All approve.
- Dominion Credit - Laura from HCS is following up on the credit issue.
- HCS will look into the issue with the wrong name on the condo association listing.

### **New Business**

- MW&R - Metal dispensers not getting locked.
  - HCS get in touch with MW&R to get them to start locking it.
  - Teri will get doggie pot keys to Gavin and Patrick.
- Teri received a call from a resident regarding a leak. It might be 2108, Calvert Thompson. HCS is non-responsive so the resident reached out to Teri.
  - HCS will reach out to Calvert Thompson and get the full story to submit to the board.
- John Quinn
  - Painting is not to our liking. He's going to be providing a quote for the additional work, and also completing work that isn't done properly.
- Woodwinds II New Retaining Wall - We are fine. No action necessary.
- Diversified Proposal - Teri approve, Eric second. All approve. \$1,750.

### **Action Items**

- 13078 - Attic insulation bids. HCS has 3 bids, need to be reviewed by the board. Board is requesting a bid for a Q&A person to monitor the insulation project. Board is adjusting the RFP to get more information about the current state of the units.
- 13244 - 11612 ISC - new globe needed
- 13247 - Firewood - Not enough. However, Aspect is denying they broke any lights. Note that Woodwinds will not be using Aspect for tree removal.
- 13249 - August invoices
- 13252 - Returns filed - Yes. Closed.
- 13253 - Write off for Sonja Allen. New action for current status of the account.
- 13257 - Will remain open until next year. Will remove it from Genarc.
- 13258 - Move more expenses.
- 13260 - Soffit repair
- 13261 - Duplicate of 13265
- 13262 - Tree removal approval.
- 13263 - Diversified packet.
- 13264 - Free room on Sunrise Valley.
- 13265 - Kiddco piping - Unit owner is responsible for repair.
- 13267 - MW&R cleanings.
- 13269 - July board meeting actions.

- 13270 - Good Son power washing of units.
- 13271 - Will reopen and resend.
- 13272 - Lights fixed. Closed.
- 13273 - Check has been cashed.
- 13228 - 3 bids for gutter cleaning contract.
- 13330 - Cintas for inspection. Already done.
- 13331 - Alarm batteries
- 13332 - Hot water inspections? AS&B needs a quote.
- 13333 - Matita mildew issues - HCS is getting quotes from various contractors. HCS will draft a letter to the upstairs unit owner to send to Eric and Patrick for review.
- 13334 - Inspect and clean all dryer vents.
- 13336 - 11642 ISC. HCS will write letter to unit owner.

### **Executive Session**

No executive session.

### **Adjournment**

Concluded at 9:37 p.m.

### **Date of Next Meeting**

The next meeting is the Annual Meeting on Tuesday, November 17 at Reston Association offices.