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WOODWINDS COUNCIL OF CO-OWNERS  
BOARD MEETING MINUTES

**Date:** Thursday, January 21, 2015

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

Attendees – Board members, Management, Community, Vendors

<input type="checkbox"/>	Name	Position
X	Eric Orr	President
X	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
X	Gavin Wright	Secretary
	Vacant	At Large
X	Loree Rusk	Asst. Property Manager, Horizon Community Services
X	Joe Barrows	Property Manager, HCS (attending in support of Lorre in Dave's absence.

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

- On December 20, vote to approve a proposal from Advantech to complete the trim painting project in the amount of \$12,490.

**Meeting called to order by Eric Orr at 7:01 p.m.**

**Approval of Minutes**

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

**Report of Officers**

President's Report

No report.

Treasure's Report

Few questions on financials for HCS:

- Bank Service Charge of \$10. What is it for? Horizon will get detail.

- Income and Expense. Two different line items for plumbing. WW needs a single number and needs this to be re-classified.
- When will Woodwinds get a final income/expense for 2015? Horizon will get that to us shortly once they get all the final expenses are in and accounted for.

Overall Woodwinds finished the year in the positive, but there's still charges coming in for 2015 services before we can get a final positive/negative for the calendar year.

### Manager's Report

No report.

### **Old Business**

- Insulation Project
  - Scheduled 61 of the 62 units. Only missing unit is 11618 ISC #301. Horizon is drafting a letter letting the unit owner know that they need to let us in the unit or the board will have to force entry to complete the work.
  - Eric will inspect all balcony rails for damage and provide a full list back to ECO regarding any damage. Eric will ask ECO about the fans in the second garden style bathrooms as well.
- 11613 WBC Kitchen Remodel
  - Kitchen is being remodeled and they need to move a pipe. Paperwork and request are forth coming to the board for approval.
- Outdoor Water Faucet Shut-Off Notices
  - Teri will create the notices for the rest of the board to distribute.
- Owner Report
  - Eric wants a full owner/renter report. Horizon will provide.

### **New Business**

- Spring Maintenance Walk Through
  - Dave wants a walk through to review the property.
- Budgeted for a Window Cleaning
  - Teri moves implement a window cleaning in late Feb/early March, Eric second, all approve.
- Chimney Inspections
  - Teri motions to perform the annual chimney inspection within 13 months of the last inspection. Patrick second, all approve. Inspection will take place in September or October 2016.
- Calendar to be included in Monthly Board Packet
  - Board has still not seen a calendar. Horizon will start including such a calendar.

- Newsletter
  - Eric has put together January 2016 newsletter. Feedback due to Eric by this weekend. Horizon will put quarterly notices in the calendar.
- Eric Orr's request to replace front door
  - Teri moves to approve request, Patrick second. Gavin approves, Eric abstains.
- Web Site
  - Gavin will contact Leslie to get access to the Web site and Google Group.
- Water Shut Off Notices
  - Horizon will send to the board. If no response within 24 hours, they will contact the board again.

### **Action Items**

- 13257 – Close out. Horizon will close.
- 13333 – Work is completed and Horizon has bought mulch to repair the area. Horizon will open up a new action item to follow-up with Matilda to see if things have been done to her satisfaction.
- 13344 – Cutting Edge still needs to be brought in along with Dave to inspect the area. Cutting Edge would caulk and water test the area before the board declares that the unit owner needs to replace the window. Horizon will close this action item and open a new item that will relate to the water leak into the unit below.
- 13493 – Dryer vent covers. Horizon will follow-up.
- 13503 – Woodwinds needs an explanation on why the VA Dominion Power credit was used up by other charges. Horizon will follow-up on an explanation.
- 13509 – Horizon will forward the board the new proposal for an e-mail vote.
- 13659 – Horizon can't send the non-renewal notice to Republic Trash Services until April 1.
- 13686 – Republic will make an adjustment on the next bill regarding the lack of trash collection for 2 days. Once adjustment is made we can close the action.
- 13687 – VA Dominion Light poles are still not fixed. 4 of the 5 are still out. Horizon will contact Dominion to get a status.
- 13688 – Need maintenance bid from Kiddco on the garden style boilers. Horizon will follow-up and get the bid.
- 13690 – Close this out. Horizon will close.
- 13691 – Close out. Horizon will close.
- 13692 – Maintenance bid to close off boiler rooms to attic. The board needs to look at all the closets on the upper level of the garden style condos to see if any other insulation has come through. Board will look

and report back to each other. Eric will work with ECO regarding any issues. The Board will then solicit bids to close off all ceilings of upper level closets.

- 13693 – 11616 gutter. Horizon will follow-up with Gutter Kings to ensure they clean this gutter moving forward.
- 13694 – Closed. Horizon will create new action item to schedule the work to be completed.
- 13695 – Sign the assignment of management agreement. Board votes to approve the assignment of management form, Teri motion, Patrick second, all approve. Eric signed the form at the current board meeting.

### **Executive Session**

Session Started: 8:50 p.m.

#### Session Notes

- 2118 GWW #301 Proposed Payment Plan
  - Teri moves to accept, Gavin seconds. All approve.

Session Ended: 8:54 p.m.

### **Adjournment**

Eric motions to adjourn at 8:56 p.m. Teri second, all approve.

### **Date of Next Meeting**

The next meeting is on Thursday, February 17, 2016 at 7 p.m. 2102 Green Watch Way, Unit 300.