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WOODWINDS COUNCIL OF CO-OWNERS  
BOARD MEETING MINUTES

**Date:** Thursday, February 18, 2016

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

Attendees – Board members, Management, Community, Vendors

	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	Dave Cicciarelli	President, Horizon Community Services
X	Lisa Basden	Owner of 11600 Windbluff Court

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

- On February 11, vote to approve the architectural change request from Sarandinaki (11613 WBC) submitted on Feb. 1, 2016 to relocate common element pipes bathroom fan vent from patio home at 11617 WBC that were exposed when a wall between the kitchen and dining room was removed.

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

**Approval of Minutes**

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

Community Concerns

Lisa Basden, 11600 Windbluff Court

- Snow removal concerns.

- Vehicle was blocked in after the storm, was concerned about how to handle future large snowfalls. Board explained the “Emergency Snow Plan” that’s being discussed and developed. In addition, the Board will have a conversation with Blade Runners.
- People parking in her spot. Board informed her that she can have cars towed from her spot, she just needs to show that she lives at the address.

## **Report of Officers**

### President’s Report

No report.

### Treasure’s Report

- For 2015, the community finished roughly \$10k under budget. Highlights:
  - Over on sewer due to water leaks on Windbluff Court.
  - Over on snow removal.
- YTD actual assessment collection is less than what it should be. Horizon will look into what the issue is.
- Dolly/Boiler Safety item - board isn’t aware of using this contract for any work at Woodwinds. Horizon will look into the invoice and get back to the board.

### Manager’s Report

No report.

### Calendar Review

- July 4 falls on a Monday in 2016, so board will need to post “no trash pickup” notices.
- Also add the 3 Gutter King gutter cleanings to the calendar.

## **Old Business**

- Insulation Project Update
  - Rescheduled a few appointments due to contractor falling ill. There’s 10 units left to be completed which are all on the schedule.
  - Eric is in the process of getting feedback from ECO on the results of the inspections.

## **New Business**

- Gas line to 2114 GWW #201

- Washington Gas is missing a piece of infrastructure to service the units behind 2114 GWW. Horizon will need to look into what needs to be completed at Woodwinds get gas supplied to this stack of units.
- Snow Emergency Plan
  - Eric will send the plan to everyone so we can give comments for review in the next meeting.
- Woodwinds Maps
  - Eric has completed 2 maps and will distribute to Horizon and the board
    - Reserved parking map
    - Lighting map
- Lilagh Lewis, 11616 #100
  - Requesting a handicap spot in front of her unit. Board will follow-up with Lilagh and begin coordinating moving spots to supply a handicap spot.
- Repainting Parking Spots
  - The board needs Horizon to get a bid for repainting. Also, doing crack sealing and repair? Contractors can give the board their opinions.

### **Action Items**

- 13493 - Dryer vent cleaning and new vent covers. Horizon needs to get bids from 3 different vendors to (a) Clear all dryer vents, and (b) install new vents.
- 13503 - Dominion "credit" that Woodwinds is owed. Horizon has pushed the question back on Dominion.
- 13509 - Dixie Electric hall fixture cleaning proposal. Horizon will get another bid because \$7,500 to clean 119 lights it very high.
- 13687 - Repair 4 lights. Horizon has been following up and it's moving forward, slowly.
- 13688 - Kiddco bid to do preventive maintenance on the boilers. Horizon will get in touch with Kiddco and get more information on why they are now refusing to do annual maintenance.
- 13689 - Investment options from Union Bank. Horizon will continue to look into options for Woodwinds.
- 13692 - Tri-State maintenance, closing off boiler room ceilings. Teri motion to accept the \$1,250 bid from Tri-State to close out the boiler room ceilings, Patrick second. All approve.
- 13693 - Gutter Kings cleaning. Horizon will schedule cleanings for end of

May, end of October, and end of December. Board is aware that we might need one more cleaning at the end of November.

- 13767 - Windbluff become incorporated? Laura is still obtaining information regarding this issue.
- 13795 - 11642/11644 ISC. Ron is working on the quote regarding the leak. Horizon needs to get the quote and then work can begin to do the leak test.

### **Executive Session**

No session.

### **Adjournment**

Eric motions to adjourn at 9:06 p.m. Teri second, all approve.

### **Date of Next Meeting**

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