
**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Thursday, 21 April 2016

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

ATTENDEES

✓	Name	Position
X	Eric Orr	President
X	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
	Gavin Wright	Secretary
	vacant	At Large
	Loree Rusk	Property Manager, Horizon Community Services
X	D'Orsay Ripple	11612 Windbluff Court
X	Judith Amstutz	11616 #201 Ivystone Court
X	Linda Parkes	2116 #101 Green Watch Way
X	Linda Liner	11604 Windbluff Court
X	Rowena Gordon	2102 #101 Green Watch Way
X	Frank Talbert	2100 #301 Green Watch Way
X	Suzanne Gilbert	11614 #101 Ivystone Court

Votes approved via email prior to March meeting

None

Meeting called to order by Eric at 7:02 pm

Approval of Minutes

March meeting minutes were presented. Teri moved to accept as published, Eric seconded. Motion accepted unanimously.

Member Forum:

Linda Liner (11606 WBC)

- Wooden end cap on external stair railing came off, exposing rusty nails. Board advised Linda to call property manager and request that end cap be re-attached with screws vs. nails.
- Concerned about erosion in area between 11604/11606 WBC
- Picnic table wood splintered and rotten
- Paved area is deteriorating, pavers are sliding
- Recommended several enhancements for area

Linda Parkes (2116 #101 GWW)

- Re-submitted Architectural Change Request to enhance patio slab behind unit
- Bare spot and poorly restacked retaining wall in front of unit after Dominion excavation needs to be fixed
- Upstairs neighbor (#201) replaced flooring and has no rugs to deaden sound. Complains about constant foot traffic noise, sometimes persisting until 1:00 or 2:00 am. Will advise property manager to send a letter

Rowena Gordon (2102 #101 GWW)

- Requesting status of landscape plan treatment of rear of building. Area behind building no longer has grass; owner would like to install sod
- Blade Runners mows this area on riding mower (specifically forbidden in BR contract) and contributes to the deterioration of this area; erosion is evident

Frank (2100 #301 GWW)

- Tree in front of 2100 needs to be replaced
- Inquiry regarding power-washing of stained areas on brickwork. Board will investigate a solution and prepare a RFP
- Balcony railing deteriorating; needs repairs at one end to secure it. Requested Association action before end of 2016

D'Orsay (11612 WBC)

- Presented proposal from Blade Runners for 15 forsythias to be planted around the 3 exposed Dominion transformer (Windbluff/Ivystone, 2114 GWW, 2122 GWW)
- Continuing work on plan for 11608/11610 WBC – restore grass “lawn” from sidewalk back to flower beds; currently entirely mulched and replant shrubs

Judith (11616 #201 ISC)

- (On behalf of Lila, 11616 #100) Wants updated status of request to move reserved parking space closer to building entrance (see Old Business)
- Outside spigot handle at rear of 11616 #100 is broken and needs to be replaced; also no apparent shut-off valve for outside spigot inside the unit. Will advise Loree to call plumber to address both issues
- Inquiry about covenants enforcement. Board advised Judith that letters can be sent but there is no escalation process or punitive measure until governing documents are re-written to allow this.
- Complaint about outdoor awning left outside rear of 2122 #100.

Suzanne (11614 #101 ISC)

- Interested party in resident request to change location of reserved parking space (11616 ISC)

Report of Officers

President's Report: None

Treasure's Report: Teri noted that the auditor (Godklang) sent letters to the Association (Engagement Letter) and to the property manager (Acknowledgement of Management Responsibility) . These letters must be signed and returned to Goldklang.

Manager's Report: Reviewed the following action items: None

(In the absence of property manager, board agreed to request interim on-site meeting to discuss status of Action Items.

Old Business

Dryer duct cleaning – One proposal included in board packet. Board requires additional proposals before moving forward with this project.

Parking lot maintenance – Two proposals included in board packet; board needs additional information and time to review proposals before approving this reserve project.

Attic insulation –1 unit remains to be scheduled (2108 #300 - Bridges). Resident needs to clean unit so contractor can replace ceiling in unit and then insulate attic. Board agreed to task Loree with getting a firm date from resident to complete this work.

Snow Emergency Plan – deferred until next meeting

Water leak 11600 ISC – Loree indicated (before meeting) that townhouse residents above this unit are cooperating with contractor to remove wood tiles on balcony surface to facilitate water test and leak correction.

No hot water at 2112 GWW – Teri reported that issue was within the 2112 stack and did not involve water pipes/valves in 2114. Issue corrected. Loree to provide a summary of this issue and consult with board regarding any expenses arising from it.

Reserved parking for 11616 #100 – Resident requests reserved parking space be moved from current location on side of building to space in front of building entrance. Resident currently has arrangement with tenant at #301 to swap spaces; #301's space is 25 feet from building entrance. Unit #301 is currently for sale. Options include permanent swapping of #100 / #301 spaces or a 3-way exchange to include #11614 #101's space, which is directly in front of building entrance. Eric will discuss with Lila. Any exchange will be communicated with residents, including owner of #301, who is selling.

Stump removal at 11612 WBC – Resident requested removal of magnolia stump from recent tree removal. Board was advised that the stump is too close to the building and no contractor is willing to risk bringing in equipment that may damage the building. Stump will remain; shrub arrangement can be changed to accommodate this.

Garden unit patio enhancement – 2116 #101 submitted Architectural Change Request (ACR) to modify patio behind unit. Patio will be enlarged and covered with complimentary flagstone; will incorporate retaining wall to address embankment erosion behind unit. This is an updated ACR submitted previously. Board reviewed changes and approved. (Teri moved, Eric seconded, all in favor.)

Update governing documents – discussion deferred until next meeting.

Balcony renovations for 2016 – Teri will begin process for next series of balcony renovations by mid-May. Number included in this round may be higher since no renovations have taken place in the last 2 years. Teri will identify specific balconies and develop RFP for EV Air, the engineering contractor that has performed previous renovations. Anticipate cost increase.

Carport repairs and roof replacement – deferred to next meeting. Need to follow up with Loree regarding previous action item to repair damage to siding from March windstorm.

New Business

Landscaping around transformers – Board reviewed single proposal from Blade Runners, presented by D'Orsay and Judith, to purchase and plant 15 forsythia around the transformers at Windbluff & Ivystone, 2114, and 2122 (side), including 1 year of watering and warranty for \$1,865.10. (Teri moved, Eric seconded, all approved.)

Covenants walkthrough – not currently on Board Calendar; will direct Loree to include it in May and October.

Smoke detector battery replacement – on Board Calendar; will direct Loree to schedule this task.

Additional Board Member – will query residents who have expressed an interest in participating. Board currently has 4 active members, which makes achieving a quorum and voting a challenge. Some community members may be interested in committee-level positions rather than serving on the board.

Parking enforcement – Eric will begin parking enforcement sometime after April board meeting. Notices will be left on vehicles not compliant with current parking regulations. Owners of legitimate vehicles will have opportunity to correct issues before towing commences. Info to be included in upcoming newsletter.

Water Shut-off Notices – Loree sent notice based on request. Eric posted notice. Teri pointed out that notice included incorrect start time and that Horizon has not followed established guidelines for scheduling water shut-offs for residents despite numerous reminders and transmissions of the guidelines.

Transition to Sentry – Loree reported to Eric before the meeting that Sentry mailings would be sent to all Woodwinds owners regarding the transition from Horizon Community Services to Sentry. Packets would include coupons and address for May-December assessment payments.

Executive Session

No executive session

Adjournment

Meeting adjourned at 9:45 pm.

Date of Next Meeting

The next Woodwinds Board Meeting will be held Thursday, 19 May, at 7:00 pm. at Teri's residence.