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

**Date:** Thursday, 15 June 2017**Location:** 2102 #300 Green Watch Way, Reston, VA 20191**ATTENDEES**

✓	Name	Position
X	Eric Orr	President
	Vacant	Vice President
X	Teri Jaeger	Treasurer
	Gavin Wright	Secretary
X	Peter Sarandinaki	At Large
X	Diana Fritts	SCS Property Manager

**Meeting called to order** by Eric at 7:02 pm**Votes approved via email prior to June meeting:** None**Approval of Minutes:** May meeting minutes were not presented.**Member Forum:** No other members attended the meeting.**Report of Officers****President's Report:** None**Treasure's Report:**

Teri reviewed May invoices with Diana prior to the meeting. Documents in management packet do not reflect changes that were directed by Teri.

We need to separate operating funds from reserve funds that are currently in one account. (Sentry, previous management company, combined funds into 1 account.) The Board desires to move more operating funds to interest-bearing accounts; funds are currently in non-interest bearing Pacific Premier Bank account.

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**Action Items:**

**Existing Action Items:** No formal review of existing action items but Diana announced that the following actions were completed:

28 – send covenant violation letter to 11608 ISC

29, 34 – send covenant violation letter to 11617 WBC

35 – send check to Alex for paving consulting expenses

**New Action Items:**

- Teri to correct signatories on Edward Jones account and correct address and signatories on Capital One account.
- Diana to check with Pia Trigiani regarding guidance on options to reduce the quorum necessary for the Association to hold an annual meeting and for the Board to update the Association's governing documents.
- Teri to search Woodwinds records for data on past quora (2006-present) for use in petition, if necessary
- Eric to check records for letter sent to townhome owners who are required to replace leaky balcony doors (impacting patio home beneath the townhouse)
- Peter and Eric to test pressure washer on dirty brickwork to determine the least destructive method of cleaning the brick (future capital improvement project)
- Teri to talk with Jackie about exceeding the budget for the bird sanctuary supplies. Jackie will be reimbursed for expenses incurred; the Board will revisit the bird sanctuary budget line item in September when the 2018 budget is drafted.
- Diana to contact Blade Runners and request a proposed solution to permanent removal of poison ivy.
- Diana to contact Cutting Edge to replace the broken hasp on the water access panel at 2118 GWW and get a proposal for improving the 4 access panels in the condo buildings so that they cannot be opened by damaging the hasp or panel.
- Teri to complete, sign, scan, and send 2016 audit document to Diana by 20 June.
- Diana to seek clarification of Maple Leaf's recommendation to "remove" gutter guards. If the vendor's recommendation involves additional work, request a proposal for this work.

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- Teri to research Kate Davidson's original proposal for erosion correction behind 2100-2110 GWW and forward (via Diana) to Blade Runners for review, modification, and proposal to implement.
- Diana to ask Cutting Edge to suggest a solution for the ongoing replacement of detached dryer vent covers that would also improve the bird-proofing aspect of the original project.

## **Old Business**

Covenant violations at 11608 ISC (storm door color) and 11617 WBC (dead plant on porch) have been corrected after sending covenant violation letters.

Maple Leaf recently cleaned roofs and gutters and noted that 2116/2118 GWW gutters are missing gutter guards and that a lot of debris had collected elsewhere. Vendor recommended that Woodwinds "remove the gutter guards." The Board needs clarification regarding this recommendation. Is removal permanent or just for the purpose of cleaning the gutters, after which the guards will be replaced?

Cutting Edge has been called to Woodwinds several times to replace detached dryer vent covers originally installed by Potomac Services. The cost of these one-off visits is accumulating. Teri recommends contacting Cutting Edge for a solution to the dryer vent debacle.

## **New Business**

Diana shared a letter from Mercer Trigiani regarding options for changing the Association's current quorum requirements without achieving a quorum to do so. One option is to petition the Virginia court for a reduction in the percentage of membership required for quorum. The Board questioned whether this petition was for the sole purpose of reducing quorum for an annual meeting or if it would extend to any votes to change the Association's governing documents; a clarification of proxies was also requested. The Board directed Diana to seek guidance from Pia regarding a legally reviewed referendum on which the membership can vote to achieve the change.

American Disposal Services informed Woodwinds that recent cost increases to per-ton disposal fees imposed by Fairfax County would be passed on to the Association. These fees take effect on 1 July 2017.

Board reviewed Linda Liner's (11606 WBC) proposal to thin flower bed (move 15 lilies) between 11604 and 11606 and other minor landscaping changes. The board agreed to provide a response with details.

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**VOTE:** Teri moved to accept Linda Liner's proposal for beautifying the area between 11604 and 11606 WBC. Eric seconded; the board approved.

Diana responded to a Reston Association letter sent regarding the unit on Ivystone Court and a re-sale inspection by RA with findings to clean the brick and replace the missing porch light globe. Discussion about cleaning the brickwork throughout Woodwinds ensued. Peter suggests testing a low-pressure wash with water to determine the least destructive way to clean the brick. This will allow the Board to be specific when creating a request for proposal from vendors in the future.

Sigrid Fishpaw contacted the Board to report ongoing erosion issues behind 2100-2110 GWW and requested a solution. Teri will review original landscape plan from Kate Davidson to find the recommended solution and pass it to Blade Runners for review and comment.

Continuing calls to Cutting Edge to re-caulk the joint between the balcony and doors at 11642 ISC in response to ongoing leaks into the patio home below it prompted Teri to observe that the source of the leaks has been isolated to the balcony doors. The owner has resisted previous suggestions to replace the doors.

**VOTE:** Teri moved to direct the owner of 11642 ISC to replace his/her balcony doors to cure leaks into the patio home below it. Eric seconded; board approved.

Peter raised concern about poison ivy observed on Woodwinds property and asked for a proposed solution. Diana will contact Blade Runners.

Teri inspected water shut-off access panels in the garden condos and reported that 2 had locks but were not secured; one had a broken door and hasp and cannot be secured. The Board agreed that the common water shut-off valves should be secured and requested that Diana address the repair of the broken hasp and a solution for all 4 access panels to prevent or minimize future damage.

Teri reviewed the 2016 audit and is fine with it. Additional disclosures that must be made are the paving proposal, which is subject to modification (likely downward) and the expense for consulting with Alex regarding the paving proposals and inspection.

**VOTE:** Teri moved to accept the 2016 audit. Eric seconded; the board approved.

### **Executive Session**

Entered Executive Session at 8:50 pm.

Diana will check the status of residents on the delinquency report and forward to collections any resident who is 90+ days past due on monthly assessments. There are currently 7 residents with this status.

Left Executive Session at 8:56 pm

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**Adjournment:** Meeting adjourned at 9:03 pm.

**Date of Next Meeting:** The next Woodwinds Board Meeting will be held Thursday, July 20, at 7:00 pm. at Teri's residence.