

2017

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

Date: Thursday, 20 July 2017**Location:** 2102 #300 Green Watch Way, Reston, VA 20191**ATTENDEES**

✓	Name	Position
✓	Eric Orr	President
	Vacant	Vice President
✓	Teri Jaeger	Treasurer
	Gavin Wright	Secretary
✓	Peter Sarandinaki	At Large
✓	Diana Fritts	SCS Property Manager
✓	Frank Talbert	Resident (2100 GWW #301)

Meeting called to order by Eric at 7:00 pm**Votes approved via email prior to June meeting:** None**Acceptance of Minutes:** June meeting minutes were accepted.**Member Forum:** Frank Talbert requested confirmation of his unit's balcony renovation in the next cycle; requested balcony trim mold removal or replacement.**Report of Officers****President's Report:** None**Treasure's Report:** None**Action Items:****Existing Action Items:**

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- 37 – Identify bank account signatories and have them sign forms – open
- 38 – Solicit guidance from Pia (attorney) to reduce quorum – done
- 39 – Email owner of 11606 WBC to correct covenant violations – done
- 40 – Inform owner of 11608 ISC to correct wrong color storm door – done
- 41 – Inform residents of 11617 WBC to remove debris from entryway – done
- 42 – Request Blade Runners to treat/remove poison ivy in identified locations – done
- 43 – Request Blade Runners evaluate and correct soil erosion where identified – done
- 44 – Contact resident at 11642 ISC regarding sliding door replacement – done
- 45 – Arrange gutter cleaning by Maple Leaf – done
- 46 – Replace water valve shut-off door hasp – done

New Action Items:

- Diana to provide all electronic records for 11615 WBC and accounting of paper records for same
- Eric to provide attendance records for last 5 annual meetings (to establish % attendance for request to lower quorum)
- Diana to check with Pia Trigiani with scenarios for lowering quorum (recommend 25%; self + 1 proxy). Also need resolution for email proxies and voting at annual meetings.
- Diana to contact Blade Runners and request a proposal for permanent removal of poison ivy.
- Diana to contact Blade Runners and request a proposal to correct erosion behind 2011-2110 GWW.
- 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.

Old Business

Board reviewed latest proposal of asphalt and concrete work to be done at Woodwinds.

VOTE: Approve proposal to perform paving and asphalt sealing work for \$312,704 (284,244 + 28,460). Teri moved, Eric seconded, all in favor; approved.

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New Business

Diana reported to the board that previous management company (Sentry) did not provide a full set of records for Woodwinds, including correspondence, covenant issues, repairs done by the Association, etc. Consequently, SCS has few records for individual units to use for historical research.

Dryer vent at 2108 #300 was cleaned from the outside with no correction of issue (poor dryer performance? condensation?); subsequent cleaning from inside removed substantial accumulation of lint which corrected the problem.

Board reviewed proposal from Blade Runners to perform various grounds keeping work.

VOTE: Approve items in proposal from Blade Runners amounting to \$7,874.80 (1260+1110+2670+2552+282.80) to perform various projects. Teri moved, Eric seconded, all in favor; approved.

New owner of 11616 ISC #200 submitted Architectural Change Request to replace all windows, including frames. Selected contractor has done other similar work at Woodwinds (most recently at 11608 ISC) and is considered 'fast-tracked' with respect to meeting Woodwinds specifications of color, format, and dimensions.

VOTE: Approve request to replace all windows at 11616 ISC #200. Teri moved, Peter seconded, all in favor; approved.

Executive Session: No executive session held.

Adjournment: Meeting adjourned at 8:32 pm.

Date of Next Meeting: The next Woodwinds Board Meeting will be held Thursday, August 17, at 7:00 pm. at Teri's residence.