
WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, February 16, 2017

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
	Peter Sarandinaki	At Large
X	Diana Fritts	Property Manager, Associa SCS

Board votes approved unanimously via email prior to the month meeting

- None.

Meeting called to order by Eric Orr at 7:04 p.m.

Approval of Minutes

Teri motion to approve minutes as amended, Eric second. All approve.

Community Concerns

None.

Report of Officers

President's Report

No report.

Treasure's Report

No report.

Calendar Review

None.

Old Business

None.

New Business

- Bow Wow Waste
 - SCS will order 2 more boxes of dog waste bags.
- Teri motions to resolve to add Nick Mazerella, Steve Philbin, and Gay Bridges as authorized signers to the Capital One 360 Account. Gavin second, all approve.
- Gutter Cleaning Proposals
 - Teri motions to sign an agreement with Maple Leaf for roof and downspout cleaning for one time for the amount of \$1,100. Gavin second, all approve.
- Reserve Study Proposal
 - Teri motions to sign a agreement with PM+ to conduct a Level I: Full Study for a reserve study for \$5,300. Eric second, all approve.
- Teri motions to accept ACR from 11618 ISC #100 for window replacement. Patrick second, all approve.
- ACR for skylight at 11642 ISC. Denied because the request passes through and is installed on common property.
- 11608 ISC. Front storm door is dark green. SCS will send a violation letter.
- 2118 GWW #101. Rear area is storing various things. SCS will send a violation letter.
- 2114 GWW #201. Washington Gas has told all contractors to hold off on all work. Donka's unit is at the top of the list to get completed.
- Tree at rear of GWW.
 - They have been marked. RA needs to come out and review their removal.
- New Parking Decals came in.
 - Eric will manage the distribution of tags. Form will be updated by Eric.
- Utility Closet lock and key issue.
 - SCS will get cost estimates on what it would take to replace all the

locks on the doors.

- Security at 11620 ISC.
 - Board will look into getting a bus shelter put in at the bus stop. SCS will talk to Fairfax Connector.
- Water Heater Issue at 2106 GWW #301.
 - “Pulsing” hot water at this unit. SCS will get yearly maintenance on these units. Plus look into the “pulsing” issue.

Action Items

- 0006: Potomac Services Dryer Vent Inspection.
 - Potomac did not inspect the entire property. Lots of missing covers. Diana will get in touch with them regarding inspecting the property.

Executive Session

No session.

Adjournment

Patrick motions to adjourn at 8:43 p.m. Eric second, all approve.

Date of Next Meeting

The next meeting is on Thursday, March 16, 2016 at 7 p.m. 2102 Green Watch Way, Unit 300.