

2017

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

Date: Thursday, 26 October 2017

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

ATTENDEES

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

Meeting called to order by Eric at 7:01PM

Votes approved via email prior to October meeting:

VOTE: October 3, 2017 – Board voted to approve change order request from Finley of \$2317 for additional concrete work.

VOTE: October 6, 2017 – Board voted to approve proposal from Blade Runners for \$5291.36 to replace dead/dying/missing plants.

Acceptance of Minutes: September minutes were accepted.

Member Forum: Architectural change request received from Peter Sarandinaky , 11613 Windbluff Ct. to replace the gas exhaust. Gas exhaust will be painted to match the exterior of the building.

VOTE: Teri moved, Eric Second, All approved architectural request.

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Report of Officers**President's Report:** None**Treasure's Report:** None**Action Items:****Existing Action Items:**

- Architectural change request received from Leann Woolley , 11614 Ivystone Ct. #100 to replace windows.

VOTE: Eric moved to approve the request, Teri Second. All approved.

- Regarding window leak issues and appeal of request to install skylight windows from Samuel Beltran & Esperanza Mendoza, 11642 Ivystone Ct.

Board has agreed that all remedial efforts and testing was done to prevent leaks, after all efforts were exhausted, the board is requiring residents at the above address to replace windows.

Board will also not consider an appeal for the skylight installation request.

SCS to contact resident to replace problem window and to deliver final decision.

- E- Proxy – Based on reviewing the document, we need guidelines from the lawyer about some of the line items, since we cannot put the resolution in place for the November meeting, we need clarification first before making final decision to sign and put in place.
- Collection process resolution agreement was drafted by Mercer Trigiani

VOTE: – Teri moved, Eric Second, All approved. Voted and signed.

- Carpet shampoo and window cleaning for garden style condos –cleaning of carpets and exterior windows (front only) is scheduled twice a year. Cost for the year is \$1360. Although new carpets were recently installed, due to windows being opened during paving and milling work, and significant amount of dust accumulated inside the stairways.

VOTE: Teri moved, Kathy Second, All approved to shampoo carpet and clean windows.

- Board reviewed the annual documents for the upcoming November annual meeting for update and any corrections to send to Diana at SCS to mail out to owners.

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New Action Items:

- Diana to provide detail to Linda Liner about specs to repaint the picnic table and benches to proper color as well as remove paint from concrete surrounding the table and the benches. Cost for the paint will be reimbursed by the association.
- Teri will contact Diana to follow up on some accounts that are delinquent but are not in collections with the attorney.
- Diana to contact Verizon to invite them to one of our board meeting to review the checklist sent from Verizon.

Executive Session: No executive session was held.

Adjournment: Meeting adjourned at 8:58 pm.

Date of Next Meeting: Annual meeting will be held Thursday, November 16, 2017 at the Reston Association Building 12001 Sunrise Valley Dr. Reston, VA

The proposed next board meeting will be held on 2nd Thursday of December. Date and location TBD.