

2018

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

Date: Thursday, August 23, 2018

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 4:32PM

Votes approved via email prior to August meeting: None

Acceptance of Minutes: February and July minutes were submitted for approval. Teri moved, Eric second; All approved.

Member Forum: None

Report of Officers

President's Report: None

Treasure's Report: None

Action Items:

Existing Action Items: None

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New Action Items:

VOTE: FHA Certification Renewal- Teri moved, Eric second; All approved to move forward to have FHA Review Co. prep and submit on behalf of Woodwinds Association to renew FHA Certification. Cost \$765

Dixie Walkthrough- Eric to meet with Dixie Electric on Friday, 8/23/18 to review electrical issues on property that need to be reported.

Federal Pacific Electrical Boxes – Held phone meeting with Rick Stumpf of Dixie Corp regarding their assessment of the main electrical boxes of all garden style condo units as well as both TH and Patio homes. Ron had sent an email to Diana prior to the phone meeting regarding his assessments on email included in the July Management Report dated August 10, 2018 at 1:48PM as well as email dated August 15, 2018 at 10:22AM.

Email details age of FPE's equipment, size issues of current boxes, current code requirement, and suggestions on how to replace the electrical boxes and breakers. It also further details the cost at estimated \$17,900 for replacement of each box which includes all permits, 3rd party inspections, labor and modifications to the existing equipment and for new circuit breakers.

On the phone meeting, Rick updated the board on the space issues of the current electrical room. The current space does not meet any standards, in addition, the doors of the electrical rooms are currently opening inward. Per inspector, doors must be replaced to meet county code standards which is that doors must open outward with inside the room (Must have a door with safety push bars that open outward).

Due to the proposed costs which have not been assessed and planned for on the Reserve Study, the Board at this time will not move forward with replacement of any electrical boxes. Will need to present to PM+ Reserves (company who prepared our Reserve Study) for review and budget assessment and to include in Reserve Study for future replacement.

New Action Items for Management Co.-

- Schedule room at Reston Association for Annual Meeting. Tentative date requests are 11/13/18, 11/14/18, or 11/15/18
- Finley Asphalt- Need to schedule a final topcoat and seal for our previous year's asphalt project. Diana to follow up with Ryan to schedule for this fall.
- Teri requesting a proposal from Blade Runners for estimate of stone rivers. The association's pathways were paved with new concrete. The pathway between IvyStone Ct. and Green Watch Way had stone rivers which supported the pathway on one side. New stone rivers needed to place on opposite side to match.
- Cutting Edge Carport Project- Diana will forward email from Ron regarding details of the project, logistics, and costs. Project estimated to start for end of September pending weather.

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Executive Session: Called by Eric at 5:25PM; Out of session by 5:36PM

Adjournment: Meeting adjourned at 5:42 pm.

Date of Next Meeting: The next Woodwinds Board Meeting will be held Thursday, October 4th 2018, 4:30PM at Teri's residence.