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

Date: Thursday, August 22, 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 4:34PM

Votes approved via email prior to August meeting:

eVOTE sent out on 8/11/19 to move funds from Capital One account to Edward Jones to earn higher interest on funds. eVote failed. Will be discussed in August Board meeting to finalize transfer.

Acceptance of Minutes: April, May, June 2019 minutes were presented for approval. Teri moved, Eric second; All approved.

Member Forum: None

Report of Officers:

President's Report: None

Treasure's Report:

VOTE: To move \$253,000 from Capital One account to Pacific Premier checking account (Operating Account) then move \$800,000 to Edward Jones Money Market account. Goal is to earn relatively higher interest rate than Capital One account by laddering the funds into short term CD's for liquidity and some growth. 3 months of operating costs will be in the Pacific Premier account which is adequate to pay expenses. Teri moved, Eric second; All approved.

Action Items:

Existing Action Items:

98- Power washing exterior bricks; Diana has the proposal ready for board review and approval

99-closed

101- closed

102-closed

103-closed

104- open

Gutter Issues & leaks coming into unit 2108 GWW Unit 301- Galina O. emailed the board in July concerning the repeated problems she has experienced with moisture coming into the unit through the bedroom window, resident felt it was the gutter issue. Eric followed up with Diana regarding this issue and how it was resolved. Diana approved the cost of gutter replacement at the mentioned unit. The new and bigger gutter would allow for more efficient drainage down the spout. Another resident had emailed Diana regarding a similar problem. Eric would like to review the solution that was remedied by the management company. Diana will send copy of invoice so that Eric can review the solution and in the future the board will consider replacement of all gutters for garden style buildings.

New Action Items:

Review Power Washing Proposal:

Cutting Edge Co. & SES proposals were presented for review. Board will review, forward any questions and concerns to Diana.

VOTE: Landscape Improvement - In addition to the previous landscape proposal approval for the entire community, additional work needed to improve areas around 11612 ISC & 11616 ISC. Proposed work \$3,422.92 & \$480.85 Teri moved, Eric second; All approved.

Meeting with Reston Association regarding covenant violations: Eric met with Margo Collins at RA and two other condo cluster reps. responsible for conducting pre-sale inspections. RA is applying resources to inspect more Reston properties as they are legally required to do and through resale packet requests by owners, they have been reviewing our property for any exterior violations. The issue at hand was 1. RA conducting unannounced inspections of properties without property management and the board awareness 2. Serving covenant “violations” to property management for corrective action without the full awareness of the specific standards set by Woodwinds covenants. The issue with the so called “violations”, is that in the past, RA has not managed nor approved any exterior change requests of any clusters (i.e. window/door replacement specs., light fixtures, & etc.). Since 2007, the Woodwinds Board has reviewed and approved the Architectural change requests and have kept record of the changes. Since 2018, per RA’s request, all architectural change requests must be submitted to Reston Association’s Design Review Board. They had not been tracking and managing the design review process for years and were quick in serving “violations” without understanding that each community had been following the covenant standards. Eric and Diana to provide RA with a list of known, board-approved modifications for RA to use when conducting their inspections.

New Action Items for Management Co.-

- Schedule room at Reston Association for Annual Meeting. Tentative date request is Tuesday, November 19th.
- No meeting in September 2019 due to board not being able to meet quorum.

Executive Session: None

Adjournment: Meeting adjourned 6:10 pm.

Date of Next Meeting: The next Woodwinds Board Meeting will be held Thursday, October 10th 2019, 4:30PM at Teri’s residence.