

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

Date: Thursday, 31 August 2017

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

ATTENDEES

✓	Name	Position
X	Eric Orr	President
	Vacant	Vice President
X	Teri Jaeger	Treasurer
	Gavin Wright	Secretary
X	Peter Sarandinaki	At Large
X	Diana Fritts	SCS Property Manager
X	Resident	2104 GWW #100
X	Resident	2104 GWW #200
X	Resident	2104 GWW #201
X	Resident	2104 GWW #301

Meeting called to order by Eric at 7:00 pm

Votes approved via email prior to August meeting: None

Approval of Minutes: June and July meeting minutes were not presented. Eric has action to distribute to board for email approval.

Member Forum: Residents raised concerns about proactive communication, responsiveness to email, effective use of website and community google group, soil erosion behind 2100-2110 GWW, mushrooms, trash, parking/permits, handrails, powerwashing of buildings, and storage of items on patios and balconies.

Report of Officers

President's Report: None

Treasure's Report:

- Teri asked Diana to follow up on final version of audit.
- Teri and Diana will follow up to correct classification of some charges.

- Currently about \$50K under budget, but likely to decrease by year end.
- Teri and Diana met with Ben Ginnetti of PM+ Reserves. He will have a draft to us by the end of September, and he expects it to show us in a good position.
- Diana will get one cost estimate for privatization of Dominion lights, for reserve study.
- Diana will get one cost estimate for gutter guards, for reserve study.

Property Managers Report

- Paving. Finley has proposed scheduling concrete work 10/02/2017 to 10/06/2017 and 10/09/2017 to 10/10/2017, and paving work 10/16/2017 to 10/20/2017. Diana will ask about rain dates.
- MercerTrigiani requesting board action on previously provided draft resolution regarding procedures relative to collection of assessments.
- MercerTrigiani is working on draft resolution regarding electronic submission of proxies.
- New carpet has arrived. Installation will be scheduled.
- 11606 WBC. Diana contacted owner regarding painting picnic tables without approval. Owner to repaint to board specification and clean paint off pavers.
- 11612 ISC entrance. Window was broken. Reston Glass has ordered and will install.

New Action Items:

- 11622 ISC. New handrail to be installed.
- Diana will let three town home owners know that paint for doors is available via Eric.
- 2100 GWW #300. Owner is putting unit on the market and requests letter indicated balcony is scheduled to be renovated in next group. Diana will send.
- Diana will reserve conference room at RA for annual meeting. 11/14/2017 is preferred date, but 11/13/2017 or 11/16/2017 also with board members and property manager.
- Diana will get proposal to replace batteries in garden style entry smoke alarms. Teri already has batteries to supply to contractor. Was done last year for \$340 (\$10 per alarm).

New Business

- Teri nominated Kathy Ko to the board, as secretary. Eric seconded, all approved.
- The website, board google group, and community google group will be transitioned to Kathy Ko.
- Replacement plants. Teri will walk the community this weekend and develop an RFP for Blade Runners to replace plantings originally installed by Diversified.
- 11612 ISC. Eric indicated that Lila L. and Judith A. will create a proposal of desired landscaping changes.

Adjournment: Meeting adjourned at 9:17 pm.