
WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, August 20, 2015

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

Attendees – Board members, Management, Community

	Name	Position
X	Eric Orr	President
X	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
X	Gavin Wright	Secretary
	Vacant	At Large
X	Genevieve Garcia	Property Manager, Horizon Community Services
X	Dave Cicciarelli	Horizon Community Services
X	Leslie F.	Owner 2104 Green Watch Way, Unit 201
X	Resident	Owner 11654 Ivystone Court

Board votes approved unanimously via email prior to the month meeting

The board unanimously approved a vote on approving the June Meeting Minutes on July 17.

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

Approval of Minutes

Teri moved to accept the July Meeting Minutes as amended. Eric second, all approve.

Report of Officers

President's Report

No report.

Treasure's Report

Financials that need correction.

- Audit shows a bad debt expense of approximately, \$6,289. Horizon will help identify where that's coming from.
- Correction: 55384 Dryer Vent Cleaning, \$700. Needs to be moved to 56950 which is Chimney Inspection.
- Under 56960 Plumbing Town Home, \$17,415.01. Horizon will move this to Reserves (plumbing allowance).
- 57650 Plumbing Patio Home, \$6,550. Horizon will move this to Reserves (plumbing allowance) as well.
- Utilities Gas 58200. There is no expense of gas for utilities, \$509.15. Horizon will get it moved to where it needs to be.
- Overall. WW is under budget approximately \$50k, but our budgets are loaded to the end of the year.
- Also, Teri still has outstanding questions regarding financials. Horizon will sit down with Teri to "scrub" the financial report.

Manager's Report

- Woodwinds is above FDIC insurable limit for a few accounts. Horizon recommends moving some of that money. Teri will get in touch with Edward Jones to discuss.

Community Concerns

Leslie F., 2104 GWW #201

- Covenants violations.
 - 19 letters went out. Horizon will check who they went to and how many people.

Old Business

- Martin Byl has not cashed the check that Horizon sent for damage to his unit by leaking water. Horizon will look into why the resident has not cashed the check.
- Above FDIC insurance limits - Teri still needs to meet with Edward Jones to figure out a plan. Should be ready for a vote by next Board meeting, pending outside circumstances.
- Suzanne Gilbert
 - 11614 ISC #101. Horizon was supposed to contact the Good Son to fix. Horizon will look into it again.
 - Horizon was also to look into the leak. Horizon will look into an Action Item for Kiddco.
- Dominion VA Power

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- Still now plat map. Eric will continue to discuss with Dominion about obtaining the plat map.
 - American Steam and Boiler contract.
 - Action Item from Steve in May. Horizon will look into it.
 - Advantech Painting Contract
 - Has Horizon contacted them? Unknown. Horizon will follow-up.
 - Schedule visit at 11644 ISC to inspect mildew smell behind the wall.
 - Horizon will follow-up with an update.
 - Potomac Services.
 - Horizon will contact them to see what's going on with the bird nests. In the dryer vents.
 - Hole at 11632 ISC. Kiddco had to dig a hole to fix the condensation line.
 - Horizon needed to coordinate with Blade Runners to seed/grass the area.
 - Governing Documents
 - Horizon will reach out to Pia to get the documents to the board before the September board meeting.
 - Power Washing at 2104 GWW.
 - Work that was done was not acceptable. Horizon will flag the invoice to have a discussion with Good Son.
 - Jessica Cole 11610 ISC
 - Kiddco cleared all the roots out. Horizon will get RA to look at the oak tree. Get a price for removing the tree. Get a price for Kiddco to replace the pipe.
 - New lollipop lights at corner of 11620.
 - Eric will reach out to dominion to figure out what's going on since they are not shoebox lights as per our agreement with Dominion.

New Business

- Kate's Davidson proposals for various landscape work. Eric motions to approve. Patrick second. All approved.
 - Proposal A: \$3,250
 - Proposal B: \$4,683, \$2,306 (split into 2 proposals)
 - Proposal C: \$31,544
 - Proposal E: \$3,600
 - Proposal G: \$6,850.
- The board will review the following proposals that Kate Davidson submitted at a later date.
 - Proposal D: Patrick will get clarification regarding where this will be executed and if plantings from Proposal A will be used in the Proposal D area.
 - Proposal F: Eric will get clarification.
 - Proposal H: Watering. Eric will try to get a cap set on the contract.
- Annual Meeting
 - Horizon will reserve a room for the annual meeting with RA.

- Board needs to put together the mailing.
- Teri moves to clean windows for \$935 by MWR. Eric second. All approved
- Teri moves to have MWR clean carpets for \$1,156. Eric second. All approved.
- Dustin Stumpf from Dixie Electric. Three lights at rear of 2100-2110 GWW are out. Aspect has denied they broke these. Teri moves to get 3 lights replaced for \$5,295, Eric second. All approved.
- Attic insulation
 - Horizon will contact Eric to learn more about the details regarding the project. 11613 Windbluff, 11604 ISC are both townhouse candidates for pilot insulation project.

Action Items

None.

Executive Session

No executive session.

Adjournment

Concluded at 9:28 p.m.

Date of Next Meeting

The next meeting will be Thursday, September 17 at 7 p.m. Location is 11646 Ivystone Court, Reston, VA 20191.