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WOODWINDS COUNCIL OF CO-OWNERS  
BOARD MEETING MINUTES

**Date:** Thursday, July 16, 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
X	Leslie F.	At Large
X	Steve Ludden	Property Manager, Horizon Community Services
X	Resident	Owner 11614 ISC #101
X	Dave Cicciarelli	Horizon Community Services
X	Genevieve Garcia	New Property Manager, Horizon Community Services

**Board votes approved unanimously via email prior to the month meeting**

None.

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

**Approval of Minutes**

Board will approve June meeting minutes by e-mail vote.

**Report of Officers**

President's Report

No report.

Treasure's Report

No 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

Suzanne Gilbert, 11614 ISC #101

- Soffit pulling away from the structure and wood looks rotted under it.
  - Horizon will coordinate The Good Son to fix.
- Leak in Master bath from the ceiling. One inch pipe was leaking. Contractor opened up the ceiling and found multiple leaks from the pipe, as well as other leaks from the neighbor upstairs.
  - Board directs Horizon to contact Kidco to evaluate the work to be done. Then coordinate a timeframe to do appropriate work.
  - Suzanne will send receipts so she can get reimbursed for those costs.
- 2 Bushes are dead in front of 11614 ISC.
  - We'll talk to Kate about updates to the landscaping plan. As there are numerous dead bushes in the vicinity.
- Noise issues. She's called the police once already. What can the board do. The board can send a letter if necessary.

### **Old Business**

- VA Dominion Power
  - Landscape
    - Has Nathan been in contact with Kate to discuss tree replacement? Eric will follow-up.
    - No platt map yet. Eric will follow-up.
- Fire Extinguisher Inspection - Horizon will coordinate with Cintas to get this scheduled.
- Fire Alarm Batteries - This is the Good Son's next project. It's on the radar, they're getting to it.
- Hot Water Heater Inspection - Kiddco told us to go to American Steam and Boiler (ASB). Horizon left a message with ASB, but not response yet.
- Gas Access - No platt map received from Washington Gas at this point.
- Insulation Project - Only one proposal. Woodwinds needs to obtain more prices in order to get a competitive price.
- Carpet cleaning - M&WR - Should have been completed this week.
- Gutter Cleaning - Should have been started this week.
- Advantek - Various painting - Eric has made the necessary changes and signed the quote. Horizon will contact the contractor and get the work scheduled.

- 11644 ISC - Horizon will try and schedule a meeting with the unit owner to see what needs to be done to stop the mildew smell.
- New Contact Sheets in Units - Gavin will replace the sheets with all the new contact information for new board members and new Property Manager.
- Birds Nesting in dryer vents - Horizon has contacted Potomac Services and they are waiting on a call back.
- 11602 Windbluff Court - Was it landscaped per last meeting request? Horizon will check on it.
- 11632 ISC - Hole has been filled, but it needs to be seeded. Horizon will contact Bladerunners to get it taken care of.
- Test Power Washing @ 2104 GWW - This has been scheduled for July 17 with The Good Son.

### **New Business**

- Kate Davidson
  - Teri will contact Kate to get proposals for work in the fall.
  - Additionally, WW will need an itemized list of replacements for “dead/dying” plants.
- Website
  - Privacy statement for e-mail consent.
  - Google Group for the Community is set-up.
  - Eric will test out Leslie’s user guide for signing up to the group.
  - Leslie completed the write up for the newsletter about the Google Groups.
  - Covenants Violations Letters - Leslie will conduct another walk through to see if anyone is becoming compliant as a result of the letters.
  - Why are there no gutters on the back of the buildings? In 2004 (maybe 2005), Woodwinds contacted an engineering group on the feasibility of a gutter and the study concluded that if gutters are mounted, they need to be taken down to be cleaned.
- Revising Governing Docs - Board has directed Horizon to reach out to our lawyer to begin to draft the appropriate documents to amend the quorum requirements (to the lowest legal requirement). Also to prepare a checklist that the Board needs to put together to achieve the necessary changes.
- New window applications.
  - Teri moves to approve the application from 2100 GWW #101, 2102 GWW #101, 2102 GWW #301. Units have already replaced windows and have submitted applications after the fact Eric second. All approve.
  - Teri moves to approve 2116 GWW #101. Unit has already replaced windows and has submitted applications after the fact. Eric second. All approve.

- Frank Talbert. Teri will get in touch with Frank about his balcony and dead tree.

**Action Items**

None.

**Executive Session**

No executive session.

**Adjournment**

Concluded at 8:59 p.m.

**Date of Next Meeting**

The next meeting will be Thursday, August 20 at 7 p.m. Location is 2102 Green Watch Way, Unit 300, Reston, VA 20191.