

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

Date: Thursday, March 18, 2021, 4:30pm

Location: Virtual meeting via GoToMeeting

ATTENDEES

	Name	Position
✓	Eric Orr	President
✓	Peter Sarandinaki	Vice President
✓	Teri Jaeger	Treasurer
✓	Sydney Hannah-Holliday	Secretary
✓	Diana Fritts	SCS Property Manager
	<i>vacant</i>	Member At Large
	<i>Resident [Attendee x]</i>	Resident

Meeting called to order by Eric at 4:32 p.m.

Votes approved via email prior to meeting: None

Acceptance of Minutes: Board reviewed the January 2021 meeting minutes. Eric moved to approve and accept January meeting minutes. All in favor

Residents Forum: None

Report of Officers

President's Report: None

Treasurer's Report: Report provided for information only:

- Executive summary included a sum of \$276,000 unappropriated equity which is not fully supported by cash on hand. This is a reflection of spending more out of reserves.

- Income statement report shows that we are \$10,000 over budget this year - much due to projects that were not in operating budget, but charged to reserves.
- Teri raised questions about the income statement report, budget, NSF fees and record storage. Going forward, anything in storage with SCS should be relocated to the WoodWinds on-site storage.
- Charges for natural gas seem to be unusually high. Teri and Dianna will follow up offline.

Action Items:

Existing Action Items:

- Clean stair treads in condo buildings: Quote received and approved by Diana (~\$500). This project will begin March 29, 2021.
- Driveway Maintenance and sealcoating: Diana received a proposal from Finley and distributed it to the board for review.
- Landscaping: Set up a meeting with BladeRunners to walk around the community - This is still a need. Diana will set up meeting with Terry for a Monday or Tuesday
 - 11614 ISC front lawn, rear pathway (residents submitted drawings and pictures which will be considered)
 - 2100 GWW back, side and corner
 - 11620 ISC , front, along side and behind
 - 11618 ISC, behind building in shaded areas
- Benches that need to be replaced:
 - Eric to identify vendor that supplied Reston's benches on SouthLakes.
 - Diana will ask Cutting Edge at costs of repairing two benches with a non-wood low maintenance materials:
 - 1 at bird sanctuary on Ivystone Ct, and the other at the golf course at the "T" which backs up to Ivystone Ct

New Action Items:

- Water intrusion at 11600 ISC: New doors at 11604 have been ordered. Doors at 11602 have been installed. Damage will be assessed in 11600 after all work has been completed at 11602-11604
- Pavement sealing (Proposal from Finley) - Still need to know how to clean the pavement and how far in advance of seal-coating. Eric suggested that we consult (share proposal and video of current status of pavement) with an expert. We also need clarity on the timing of the phases in Finley's proposal - "what is 3 phases over the weekend?"
- Community-owned lighting - Seeking cost estimate from Dixie of light replacement for 7 lights owned by the community, to match lights recently installed by Dominion. The proposal received does not match the request. Eric will follow up with Dixie to clarify and drive the conclusion.

- Vote: Eric moved to remove light nearest the pavilion (between pavilion and 2112 GWW), all in favor. Eric will mark the location of this light on the map of fixtures
- Patio Replacement - Needed at 2104 GWW #100, and 11620 ISC #100, may be a third property required. Terri moved that the board replace 2-4 patios at the cost of \$2200 each. Eric second, all approved.
- Terri moved to transfer \$300,000 to Edward Jones from Pacific Premier Checking, Eric second, all approved.
- New landscaping concerns, to be discussed during walk-about with Blade Runners
 - Landscaping at 11614 ISC: residents followed up from Annual meeting with drawing, photos and proposals of concerning areas.
 - Ivystone Court 11608 to 11600, the retaining wall around the front is falling apart.
- Reserve study - Teri reviewed and identified maintenance that should have been completed. Teri will provide.

Executive Session: None

Date of Next Meeting: The next Woodwinds Board Meeting will be held via GoToMeeting, at 4:30p.m., Thursday, April 15th, 2021.

Adjournment: Meeting adjourned at 5:50 p.m.