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WOODWINDS COUNCIL OF CO-OWNERS  
BOARD MEETING MINUTES

**Date:** Thursday, October 20, 2016

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

Attendees – Board members, Management, Community, Vendors

	Name	Position
X	Eric Orr	President
	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
X	Gavin Wright	Secretary
X	Peter Sarandinaki	At Large
X	Loree Rusk	Asst. Property Manager, Horizon Community Services

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

- On October 11, the board voted to approve ACR form from Ronnie Gordon to extend the patio at 2101 Green Watch Way #101.

**Meeting called to order by Eric Orr at 7:01 p.m.**

**Approval of Minutes**

Teri motion to approve minutes as presented, Eric second. Gavin abstains, remaining board members approve.

Community Concerns

No community members present.

**Report of Officers**

President's Report

No report.

Treasurer's Report

- General Notes

- Unclear on status on some of the financial, but looking at big picture, the community is about \$13,000 under budget, but tend to lag for the end of the year. Estimate might be \$15,000 over budget provided the community doesn't have anymore snow expenses. However, our members unappropriated equity is about \$130k, so we've been running under budget for a few years, thus being over budget this year isn't a concern.
- Regarding the insurance, Teri is getting competitive bids on insurance for the community. Current policy is thru December 6, so we don't have a lot of time to get bids, but we need to do the due diligence.
- Bank Statements. Still have \$32k at Mutual of Omaha. No transactions on that account, plan for closing that account? Sentry: Things are still transitioning to the new accounts.

### Calendar Review

- October
  - Gutter Kings being scheduled.
  - Chimney cleaning being scheduled with Potomac Services.
- November
  - Post notices for water shut off.
  - Schedule carpet and window cleaning.
  - All set for general meeting.

### **Old Business**

- Linda Liner, 11606 WBC
  - ISAAC is coming Thursday to do a thermal scan of the unit. Linda is free to pay for any other service to discover the problem, but we have a contractor coming out on Thursday.

### **New Business**

- Blade Runners Contract
  - Teri moves to sign a 5 year contract (with no rate increase) for \$31,847/year with Blade Runners. Also adding heavy loader option to snow removal.
- Pro Pave Contract
  - Teri moves to sign contract to stencil parking spot numbers for reserved parking spaces with Pro Pave for \$2,820. Peter second.

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AI approve.

- ARC for the Donka Weaver, at 2114 GWW #201.
  - Eric motions to approve with stipulation that the door must be painted Pebble Stone, with unit number and peep hole. Gavin second. All approve.
- ARC for Eric, at 11615 WBC.
  - Teri moves to accept the application to replace the front window at 11615 WBC. Peter second. All approve, Eric abstains.
- Matilda, 11644 ISC.
  - Noise in her unit coming from the unit above. Frequent noise, not constant. Upstairs neighbor working out has been asked to put it some kind of carpet or mat to help deaden the noise. Or move the bike upstairs.
- Teri motions to send a letter to Sentry notifying them that we are not going to renew our contract with them next year. Eric second, all approve.
- Teri motions to sign our proposed contract from Select Community Services in the amount of \$40,608. Eric second, all approve.

### **Action Items**

- 14185 - Sidewalk repair work. A part of the overall paving project now.
- 14246 - Dominion billing issue. Refund check received. Closed.
- 14263 - 2014 Taxes. Sentry still working on it.
- 14265 - Violation letters. Loree Rusk will show us a new list that will show us what was not completed.
- 14280 - Vacant unit at 11632.
- 14305 - Annual Meeting. Eric will send the packet to Loree to send to residents and owners.
- 14306 - Linda Liner. Still working
- 14345 - Close it. Duplicate.

### **Executive Session**

No session.

### **Adjournment**

Eric motions to adjourn at 8:27 p.m. Teri second, all approve.

### **Date of Next Meeting**

The next meeting is the annual community meeting.

The next board meeting is on Thursday, December 15, 2016 at 7 p.m. 2102  
Green Watch Way, Unit 300.