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WOODWINDS COUNCIL OF CO-OWNERS  
BOARD MEETING MINUTES

**Date:** Thursday, December 15, 2016

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

Attendees – Board members, Management, Community, Vendors

	Name	Position
	Eric Orr	President
X	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
X	Gavin Wright	Secretary
	Peter Sarandinaki	At Large
X	Loree Rusk	Asst. Property Manager, Horizon Community Services
X	Kathy Kao	2104 GWW #301
X	Sae Lee	2104 GWW #301

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

- On November 26, the board voted to accept proposal from Sahouri Insurance for insurance coverage by Erie for the period 12-06-2016 to 12-06-2017, for \$31,699 plus \$910 for \$1M commercial umbrella policy. Total \$32,609. This requires direct payment, and payment in full, rather than installments throughout the year.

**Meeting called to order by Patrick Shagena at 7:11 p.m.**

**Approval of Minutes**

Teri motion to approve October minutes as presented, Patrick second. All approve.

Teri motions to approve November special meeting minutes as presented.  
Patrick second. All approve

### Community Concerns

- Kathy Kao - Interested in helping start a “building captain” group to distribute announcements. Gavin will reach out and meet with Kathy in January to begin the communications plan with the group. Send Kathy the map of the property. Send Kathy the “user guide” that Leslie sent us for the Web site.

### **Report of Officers**

#### President's Report

No report.

#### Treasurer's Report

- Questions/Concerns
  - \$448k in Union Bank Account. Why did corporate co-mingle these accounts from CAB? Why is there a \$45k transfer with no reason.
  - More than \$250k now in Union Bank. Now, Woodwinds has more than \$448k in a single account, so we're over our FDIC insured amount.
  - Revenue and Expense Report.
    - Townhome plumbing is under 2 line items. Can we please get those into a single line item.
    - \$67.44 American Printing. This is the mailings line item and cost.

#### Calendar Review

- December
  - Sentry will e-mail American to find out when Christmas Tree disposal is and report back to the board.
  - Teri will print and prepare the Water Shut-Off Notices and work with the board to distribute.
  - Sentry will get a new contract from Gutter Kings for four (4) cleanings for next year (2017).

### **Old Business**

- Linda Liner. Sentry has what they need at this time and will be in touch with Linda.
- Parking Space numbering painting. New property manager will handle.
- Snow emergency plan. Gavin will talk to Eric about the plan. Need a follow-up with the snow removal plan.
- Dryer vent cleaning refund update. Sentry will open an action item so we have all the information with Potomac Services.

## New Business

- Angie Tombul, 11618 ISC #100. ARC for windows. Lack of information. Need dimensions of windows. Application rejected. Sentry will send it back and explain why it was rejected.
- Teri motions to accept the M&WR cleaning contract for 1-year in the amount of \$12,048. Gavin second. All approve.
- Teri motions to accept Dixie proposal for \$530/month. Gavin second. All approve. Teri will send directly to new property manager company.

## Action Items

- 14185 - Peter has info on sidewalk repair.
- 14263 - 2014 Tax Return. Tax returns sent, waiting on reply.
- 14265 - Violation letter follow-ups. There are outstanding violations as of Dec. 13.
- 14280 - Vacant unit. Keep on the report.
- 14345 - Linda Liner water leaks. Cutting Edge is inspecting the units. Sentry will provide approximate dates to help get those invoices.
- 14437 - Restripping of parking spaces. Work with new property management company.
- 14438 - Cleaning contract from MW&R. Handle under new business.
- 14495 - Gutter cleaning. Run a vendor report for Gutter King. Find out when they've cleaned. We have contracted 4 cleanings, how many have they done. Also, where is our written report after the last cleaning.
- 14515 - Main door to 2116 GWW. Cutting Edge is going out to take a look at it.
- 14516 - 2106 GWW called. Cutting Edge addressed the water mark on the ceiling.

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**Executive Session**

No session.

**Adjournment**

Teri motions to adjourn at 8:33 p.m. Patrick second, all approve.

**Date of Next Meeting**

The next board meeting is on Thursday, January 19, 2016 at 7 p.m. 2102 Green Watch Way, Unit 300.