
WOODWINDS COUNCIL OF CO-OWNERS

BOARD MEETING MINUTES

Date: Thursday, January 17, 2008

Location: Glade Community Room

Call to order: 7:00 pm EST

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Eric Orr	President
✓	Sharon Brooker	Vice-President
✓	Teri Jaeger	Treasurer
✓	Suzanne Wolfe	Secretary
✓	Gay Dillin	At Large
	Frank Miller	Property Manager, Riddell Management Services

Attendees – Members

Name	Address
None	

Approval of Minutes

Teri moved (Sharon seconded, approved unanimously) to approve the minutes of the December 20, 2007, meeting.

Report of Officers

President's Report: Eric reported that the task of finding a new managing agent has been completed. Loudoun Management Associates, Inc., will be the new managing agent.

Treasurer's Report: Nothing has been received from Riddell Management Services for December, so Teri is unable to prepare a treasurer's report at this time.

Teri will draft the treasurer's report that addresses fee correction issues raised in March 2007 treasurer's report.

Management Agreement

- a. Extensive discussion was held regarding the contract presented to the board by LMA.
- b. Services to be provided by LMA. Gay & Teri discussed the fact that Board Meeting Minutes should be done by an independent person to allow all board member to participate fully in the board discussions.
- c. Discussion was also held regarding our concern for investing the funds of Woodwinds; further discussion will be held with LMA regarding appropriate investment options

Community Member Concerns

No community members were present at this meeting.

Committees Reports

Covenants – No report at this time.

Landscaping – Turf Map should show all areas grass can grow; Blade Runner's (BR) map is not consistent with board's assessment of turf-supporting areas. Terry from BR would like to meet with the board in February to review plans for 2008.

Parking – No report at this time.

Communications – Gay distributed the newsletter on 1/16/2008

Maintenance – No report at this time.

Erosion (ad hoc) – No report at this time.

Financial Report – None given as no information was provided for this meeting.

No reports available on Woodwinds financial review, delinquencies, bank reconciliation report, bank statements, balance sheet, or expense register.

Management Agent Report

Contact Log – No report at this time, as no log was provided for this meeting.

Old Business

Woodwinds Rules (review)

- a. Utility Closets** – a motion was made, seconded, and approved that all Woodwinds items stored in the utility closets should be marked as Woodwinds property.
- b. U.S. Flag Display** – Recommendation is to incorporate rules regarding display and maintenance of US flag by residents. See what Reston Association documents say about this.
- c. Satellite Dish Installation** – Send out information to residents and include in Rules & Regulations. Installation is a “change to the outside” and if you have a satellite dish, you must fill out the form, and submit it to Woodwinds. Confirm what Book of Resolutions says about satellite dish installation.
- d. Towing** –Discussion ensued that previous Woodwinds boards voted to prohibit unsolicited towing by Henry’s Towing from Woodwinds property; Riddell (Frank Miller) was notified of this.

New Business

Discussed major projects for 2008, including erosion control between Woodwinds and Colonial Green; continuing balcony repairs (possibly subject to a review of the engineered solution and input from LMA); resurfacing of parking lot and paths.

Review Committee packets; include only budget line item for that committee rather than the entire budget.

Executive Session

No executive session was held during this meeting.

Adjournment

The meeting was adjourned at 9:07 pm EST

Attachments

Woodwinds Action Item List

Action Item List

1. Follow up with Riddell (Frank) and Maple Leaf regarding whether gutter cleaning was completed at Woodwinds (**Eric**)
2. Gutter replacement – get inspection and engineer's recommendation of whether or not we need gutters, and if so, what kind. (**Eric**)
3. Locate 2 in-use key safe, and retrieve 3rd key safe from Frank (**Eric**)
4. Get list of attic fans not installed by Cutting Edge from Frank (every 3rd floor condo unit – 34 units) (**Eric?**)
5. Provide documentation to LMA for 2008 fees (**Teri**)
6. Provide documentation to LMA of unit types & sizes (**Teri**)
7. Provide disclosure packet documents (rules, regulations, etc.) to LMA (**Teri, Eric**)
8. Draft Treasurer's Report that addresses fee correction issues raised in 2007 Treasurer's Report (**Teri**)
9. Ask LMA at February meeting to provide us with suggestions on investment accounts (**Teri?**)
10. Draft calendar (**Sharon**)
11. After March 10, 2008, send out an invoice to each resident to inform them of their balance. (**LMA?**)
12. U.S. Flag Display. See what Reston Association documents say about this. (**Eric?**)
13. Confer with LMA to see if they have a procedure for making sure everyone complies with the proper installation of satellite dishes and send out request to all residents for same. Have them send out notice with the proper instructions. State that everyone must comply with the instructions sent out by LMA and how it must be installed on the firewall, not the roof. Applications must be completed and submitted to the Board for approval, whether already installed or is a new application, so that we have a list of all satellite dishes installed (?)
14. Remove move-in fee from Woodwinds budget and income statement (**Sharon**)
15. Add to Rules regarding storage of non-Woodwinds owned items in utility closets. Have maintenance committee label Woodwinds items. (**Maint. Comm.**)
16. Survey approximately 15 balcony units that have been repaired and units below to see if they are still having leaks (**Gay, with list of units from Teri**)

WOODWINDS COUNCIL OF CO-OWNERS

BOARD MEETING MINUTES

Date: Thursday, February 21, 2008

Location: Langston Middle School Health Room

Call to order: 7:17 pm EDT

Attendees – Board, Management, Service Providers

✓	Name	Position
	Sharon Brooker	Vice-President
✓	Eric Orr	President
✓	Suzanne Wolfe	Secretary
✓	Teri Jaeger	Treasurer
✓	Gay Dillin	At Large
✓	Crystal Garcia	Community Manager, Loudoun Management Associates
✓	Dave Ciccarelli	President, Loudoun Management Associates

Attendees – Members

Name	Address
Matt Brodie	11620 ISC #200

Approval of Agenda

Eric moved (seconded by Gay, approved unanimously) to approve the agenda for the board meeting.

Approval of Minutes

Teri moved (seconded by Gay, approved unanimously) to approve the minutes of the 17 January 2008 board meeting as written.

President's Report

No President's Report was made. Eric announced that Woodwinds Association was now under the management of Loudoun Management Associates (LMA).

Treasurer's Report

No Treasurer's Report was made. Teri announced that Riddell has not supplied any financial records to her; LMA was in the process of taking possession of Woodwinds records from Riddell.

Review of Action Items

Bulb Replacement in Common Areas / Electrical Maintenance.

Eric moved (seconded by Gay, approved unanimously) to authorize LMA to commence replacing all of the incandescent bulbs in Woodwinds common areas with compact fluorescent bulbs (CFLs). Crystal stated that an electrician contracted by LMA was going to be in Reston on 2/26/08 and would do this on that date.

The board also authorized Crystal to get bids for quarterly maintenance of the common property lighting and electricity needs of Woodwinds; frequency may be adjusted depending on analysis of need.

Due process. Discussion was held regarding terminology of "due process" as used by Woodwinds board. LMA understands this to be the entire process of addressing covenants violations. Woodwinds will adapt to this definition; "due process" letters will be referred to as covenants violations letters.

Minute taking. Eric moved (seconded by Gay, approved unanimously) to authorize LMA should to get bids for someone to take minutes at future Woodwinds board meetings.

Woodwinds Disclosure Packet. Woodwinds board members will provide any scanned documents that belong in the disclosure packet to LMA.

Brodie railing repair. Discussion was held regarding the balcony railing at 11620 Ivystone #200; LMA will address request from new owner to replace balcony railing.

Clark leak issue. Discussion was held regarding ongoing leak issues at 11620 Ivystone #101; Eric provided a chronology of the leak issues at 11620 #101 (prepared by Julie Clark). LMA will review and follow up with Clarks.

Brookover leak issue. Discussion was held regarding renewed leak issues at 2100 Green Watch Way #100. LMA will contact resident; no action will be taken until owner provides chronology of issues. Teri suggested talking to the owner's son about the leak issues.

Rae satellite dish issue. Discussion was held regarding the satellite dish installed by the renter in 11620 Ivystone #100; LMA should be taking care of this

Gutter cleaning contract. Teri moved (seconded by Eric, approved unanimously) to authorize LMA to get 2 bids in addition to Maple Leaf's proposal for cleaning the gutters at Woodwinds and making recommendations regarding replacement or installation of new gutters.

Parking Lot resurfacing. Discussion was held regarding resurfacing parking lots at Woodwinds. Eric moved (seconded by Sharon, approved unanimously) to authorize LMA to get recommendations for treatment of Woodwinds parking lots and get bids.

Erosion control issue. Discussion was held regarding the erosion near 11646 Ivystone Court and area that adjoins Colonial Green. Teri to email Dave report written in 2007 that included a consultation with Nicki Foremsky, the RA Watershed Manager, and a rudimentary design for addressing the problem and finding a specialist for this work.

Covenant violations. LMA was to send out the second set of violation letters today.

LMA website for Woodwinds. Dave provided the logon information (username and password) for the board to access the action items for Woodwinds on the LMA website (<http://www.lmainc.com>).

Community Member Forum

Matt Brodie expressed concern regarding the timely receipt of his disclosure documents requested as part of the sale of his unit. He needs these documents by Friday, 29 February in time for his closing and was assured that documents would be delivered on 22 February 2008. He also requested that the balcony railing on his unit be repaired or replaced.

Committees Reports

No committees have been formed for 2008, thus no committee reports have been prepared. The February and March newsletters will include a call for volunteers for the five committees (Covenants, Landscape, Parking, Communications, and Maintenance.)

Financial Report

No reports were available from LMA regarding Woodwinds finances. A financial review, delinquency report, bank reconciliation report, bank statements, balance sheet, and expense register should be available for the March board meeting.

Management Agent Report

Coupon Books. The coupons have arrived and should be mailed on Thursday, 21 February 2008.

Questionnaire. Questionnaire provided to LMA from Eric Orr. LMA will need clarification on the committees as well as the chairperson of each committee for correspondence purposes. Teri and Eric explained that the 2008 committees have not been formed, each board member serves as a liaison to a committee, and that all correspondence for committees should be directed to the board.

Contact Log. No report at this time; no contact log was provided by LMA for this meeting.

Executive Session

Covenants violations. Letters sent to residents will be sent by LMA on behalf of "the Board" to reduce the sense that things can be over-ridden. LMA suggested removing the contact information for board members from the footer of the letter; the board agreed to this modification.

Date of Next Meeting

The next board meeting will be Thursday, 20 March 2008 at 7:00 pm at Langston Hughes Middle School Health Room.

Adjournment

The meeting was adjourned at 9:15 pm EST. Teri made the motion and Eric seconded it.

Attachments

Woodwinds Action Item List

ACTION ITEM LIST

Item No	✓	Action	Assignee
FEB01		Email reserve study to LMA	Eric
FEB02		Provide board with language for resolution for obtaining a deposit for installation and maintenance of satellite dishes	LMA
FEB03		Provide login information for Action Items on LMA website	LMA
FEB04		Obtain bids for minute taking service	LMA
FEB05		Replace incandescent bulbs with CFLs	LMA
FEB06		Seek bids for periodic electrical maintenance contract	LMA
FEB07		Obtain bids for gutter cleaning	LMA
FEB08		Provide soft-copy disclosure documents to LMA	Eric
FEB09		Provide LMA with draft statements document that accompanies disclosure packet	Eric
FEB10		Provide WW board with financial reconciliation	LMA
FEB11		Post 2006 audit on Woodwinds Website	Eric
FEB12		Update vehicle registration records	Eric, LMA
FEB13		Provide copies of Woodwinds communiqués (newsletter, flyers, notices) to LMA	WW Board
FEB14		Provide Erosion Report to LMA	Teri

WOODWINDS COUNCIL OF CO-OWNERS BOARD MEETING MINUTES

Date: Thursday, March 20, 2008

Location: Teri Jaeger's home

Call to order: 7:25 pm EDT

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Sharon Brooker	Vice-President
✓	Eric Orr	President
✓	Suzanne Wolfe	Secretary
✓	Teri Jaeger	Treasurer
✓	Gay Dillin	At Large
✓	Crystal Garcia	Community Manager, Loudoun Management Associates

Attendees – Members

Name	Address
Jackie Brathwaite	11612 Ivystone Court #101

Approval of Agenda

Teri moved (seconded by Sharon, approved unanimously) to approve the agenda for the board meeting.

Resident Forum

No business.

Approval of Minutes

Sharon moved (seconded by Gay, approved unanimously) to approve the minutes of the 20 February 2008 board meeting as amended to include the corrections made by various board members.

Financial Report

Neither Teri nor Crystal was able to give a Financial Report as the documentation was not received in time for review. Teri asked LMA how much money Riddell still has that belongs to Woodwinds. [The budget included in the March Board packet is the wrong one]

Review of Action Items

Bid from Maple Leaf. Gay moved (Eric seconded) that the Board table the decision regarding a gutter cleaning contract until we receive bids from additional companies and to get a quote on 5 cleanings a year.

Erosion Committee Report. The Board reiterated that LMA should contact Mulch Solutions, the company mentioned in the erosion report written by Teri, to see if there is anything new that they would suggest regarding the erosion problem between Woodwinds and Colonial Green. Another meeting with Nicki Foremsky, Reston Association's Watershed Manager, should be arranged.

11614 Windbluff Ct. Window Replacement. The Board tabled the decision regarding how to handle the window replacement request that was received by Riddell on 12/1/07 but not seen by the Board until March 20th, 2008. The Board advised LMA to get specifications of the windows (color, outside appearance), contractor information, and which windows would be replaced and advise the Board of same. This should be the procedure to be followed for any similar requests.

Management Report

LMA submitted a proposal to Minute-by-Minute for a recording secretary. LMA will try to obtain more bids. Suzanne also indicated she would try to find a recording secretary.

The correct welcome packet was not included in the Board packet. The Board asked LMA to provide the Board with a copy of same, for review.

The Board advised LMA that some documents (newsletters, copies of notices that have been posted in the community) do not need to be included in the Board packets.

The Board advised LMA that the Association does not have a towing policy in effect; the towing notice should be removed from the disclosure packet.

Crystal requested that we add Nick@lmainc.com to the distribution list for emails sent to LMA.

Eric requested that LMA provide a monthly report of all new residents & owners from their database.

Board Packets can be provided to owners who request them in advance; LMA will deliver the requested packets either at the meeting or send them to the requestors afterward.

Common Area

Dixie Electric replaced all common area light bulbs with compact fluorescent lamps (CFLs) and ordered globes for fixtures that were missing them.

Crystal offered to provide the Board with information on emergency lighting for the condo buildings to comply with county code.

Eric suggested swapping the Colonial fixture located at 11618 Ivystone Ct. with one of the spare fixtures we have. Teri gave Crystal a brief history of some of the Association's electrical/fixture related problems the Association has had with Dominion Power over the past few years and Crystal said she would set up a property inspection with Eric at some future date.

Architectural Review

The Board advised LMA that the Association has no architectural committee and that any changes to the infrastructure must go through the Reston Association's Design Review Board approval process.

Covenants Violations

The Board requires copies of violation letters that were not attached to the board packet for the period of Feb. 22 and Mar. 19, 2008. (There were omissions and duplications of the violation letters. It was suggested we use I = Inspection and V=Violation for future letters.

11620 Ivystone Court, Unit 100. There was discussion by the Board and it was decided that the dish would need to be removed in 15 days or after that we would assess a \$10/day charge.

Old Business

Clark leak. The Board discussed ongoing leak issues at 11620 Ivystone #101. The Board directed LMA to send someone to the Clark's residence to follow up on the current status of the leak. Crystal said she would send Roger (RKS) and will provide him with the chronology of leak issues that was provided to the Board by the Clarks.

Brookover leak. The Board discussed renewed leak issues at 2100 Green Watch Way #100. LMA will contact resident; no action will be taken until owner provides chronology of issues. Teri suggested talking to the owner's son about the leak issues.

Rae satellite dish. The Board discussed the satellite dish installed on the roof shingles by the renter in 11620 Ivystone #100;

Matt Brodie's railing repair was completed prior to his closing on the sale.

New Business

The Board directed Crystal to contact our collection attorney, Harry Lowe, to see what the status is of our ongoing legal matters.

Teri moved (seconded by Eric, approved unanimously) that the Board should inspect the outside storage doors on the townhomes to determine which ones need replacement or repair.

The Board authorized that LMA contact someone to replicate the railings in the townhouse area and provide same to Chris Brockway at 11613 Windbluff, and extend the railing of Suzanne Wolfe at 11609 Windbluff.

EXECUTIVE SESSION

At 9:05 pm, Teri moved (seconded by Eric, approved unanimously), to adjourn the regular business meeting to meet in executive session to discuss covenant violations and assessment delinquencies.

At 9:20 pm Teri moved (seconded by Eric, approved unanimously) that the Board reconvene and go back into open session.

A motion was stated, seconded, and approved unanimously regarding all covenant violation hearings scheduled for this meeting. All violators shall be assessed a penalty of \$50 for noncompliance of the covenants violations.

Committees Reports

No committees have been formed for 2008, thus no committee reports have been prepared. The February and March newsletters included a call for volunteers for the five committees (Covenants, Landscape, Parking, Communications, and Maintenance.)

Jackie Brathwaite said she would continue the project she has been working on for the Landscape Committee since 2007, with Gay and Suzanne participating as well. Gay said she would also contact another neighbor she is aware of who is interested in the Landscape Committee.

Date of Next Meeting

The next Board of Directors meeting will be held on Thursday, April 17, 2008 at 7:00 pm at the Langston Hughes Middle School Health Room located at 11401 Ridge Heights Road, Reston, VA 20191.

ACTION ITEM LIST

Item No	✓	Action	Assignee
MAR01		Resend corrected management report PDF containing financials	Crystal
MAR02		Confirm that approved 2008 budget is posted on Woodwinds website	Eric
MAR03		Confirm that service contracts are posted on Woodwinds website	Eric
MAR04		Send Architectural Change Request (ACR) form to Woodwinds board	Crystal
MAR05		Send soft copy of Minute By Minute proposal for recording secretary	Crystal
MAR06		Send new resident letter/packet to Woodwinds board for review	Crystal
MAR07		Send monthly report of new owners / residents with leases	Crystal
MAR08		Follow up with Brookover (2100 GWW 100) to ensure leak issue was resolved	Crystal
MAR09		Contact Cutting Edge regarding leak in roof at 11620 ISC – roof under warranty	Crystal
MAR10		Supply missing letters in Covenants Log	Eric
MAR11		Confirm all covenants violations letters were sent	Crystal
MAR12		Contact Woodwinds attorney for status of all delinquency legal actions in process	Crystal
MAR13		Locate contractor to install hand railings at steps in front of 11613 and 11609 WBC	Crystal
MAR14		Inspect all exterior closet doors on townhouses	WW Board
MAR15		Contact Clark (11620 ISC 100) regarding water leaks in unit	Crystal
MAR16		Add Nick (nick@lmainc.com) to LMA email distribution	WW Board
MAR17		Contact 11614 WBC requesting color sample, specification sheet, installing contractor contact info, and number of windows to be replaced	Crystal
MAR18		Determine how much money Riddell still has that should be returned to Woodwinds	Crystal

WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, April 17, 2008

Location: Langston Hughes Middle School Health Room

Call to order: 7:00 pm EDT

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Sharon Brooker	Vice-President
✓	Eric Orr	President
✓	Suzanne Wolfe	Secretary
	Teri Jaeger	Treasurer
✓	Gay Dillin	At Large
✓	Crystal Garcia	Community Manager, Loudoun Management Associates

Attendees – Members

Name	Address
Keith Neal	2122 GWW #100
Jennifer Newby	2122 GWW #100
Jim Murch	11604 WBC
David Davis	11612 ISC #100
Shawn Clark	11620 ISC #100
Jackie Bateman	11632 ISC

Crystal arrived at 7:05 pm.

Approval of Agenda

Eric moved (seconded by Sharon, approved by all) to approve the agenda for the board meeting.

Approval of Minutes

Eric moved (seconded by Sharon, approved by all) to approve the minutes of the 20 March 2008 board meeting.

Community Member Forum

(Moved up to accommodate attending residents' schedules) started at 7:15 pm.

Several residents showed up to discuss the use and storage of grills on Woodwinds property. They were informed that the Fairfax County Rules have been incorporated into our By-laws and

it is the responsibility of each individual for ensuring that they operate within the law. The Board will research the legality of using grills at the Pavilion.

David spoke regarding flags. He disagrees with the regulations that the board cited regarding flying the US flag at night and states that the board should not be regulating this. Eric responded by saying that legal counsel at a 2007 Reston Association workshop recommended that associations incorporate the US Code regarding flags into their by-laws. David was also concerned about not being able to use his grill at Woodwinds.

Shawn Clark spoke regarding the leak that still needs to be fixed in his unit. He asked kindly that no one call him at 7:30 in the morning. We informed him that RKS had recommended Por-Rock(?) could be used to fill the crack that was found and that should solve the leak problem. The Board requested invoices from Cutting Edge be pulled to see what had been done for the \$3,257 spent so far.

The Board advised the residents that anyone with a leak should call LMA and let them know about it, whether or not they had called TWC or Riddell in the past, as such requests may not have been transferred to LMA.

Residents of 2112 Green Watch Way raised the issue of limited hot water supply in that building. It may be related to the fact that a plumber who worked in that building previously failed to re-open the valve to the water heater when he finished his work.

Balcony repairs were discussed in conjunction with water leak issues. It was mentioned that Andy Palmer's balcony looks like it has measles since a repair job was done on it. The Board needs to see if that fixed the leaks. The Board advised Crystal she should speak with Teri to get a full history on the balconies.

President's Report

No report was made.

Treasurer's Report

No Treasurer's Report was made. Teri was not present so Sharon presented her analysis of the materials provided by LMA:

Check #345 (\$1200) – memo is for “financial agent”; Crystal thinks this is for a tax payment

Check #322 – Crystal states this is for coupon books

Check #312 – pool maintenance; does not belong on Woodwinds account.

The board requested a list of all expense categories from LMA.

Crystal will confirm receipt of all money received from Riddell/Frank Miller.

The board requested information regarding which owner paid the \$50 covenant violation fee.

Review of Action Items

Bid from Maple Leaf – Gay moved (seconded by Suzanne, approved by all) that we defer discussion on this until we get bids for replacing/restoring the gutters and having the gutters cleaned.

Contracts – Copies of all contracts should be copied and sent to the Board so that they can be put on the website.

New Owner Report – Board requested monthly report of new owners/resident from LMA last month; renewing request of LMA.

Hand rails – LMA is waiting for RFPs from RKS and Cutting Edge. Crystal should follow up on this.

Delinquent Accounts – Board renewed request for LMA to contact Woodwinds' attorney regarding status of delinquent accounts and money owed to the Association.

Brookover leak issue – The Board asked LMA to check this unit (2100 #100) again for the leak and report back to the Board. Sylvia said she was going to call the fire department regarding the material on the ground behind her building. The Board will contact the zoning board about the neighbor (#101) with all the chemicals, which may require a letter to the owner of that unit where furniture refinishing is being done.

Satellite Dishes – The Board members all agreed to defer the discussion on the satellite dish resolutions until a later date. The materials provided by Crystal were problematic.

Management Report

Common Area – The Board would like Dixie Electric to do a property inspection for electrical issues and then draw up a plan prior to the Board committing to a contract; the Board deferred further discussion. Eric moved (seconded by Gay, approved by all) to direct LMA to arrange an inspection of Woodwinds.

Architectural Review – The Board reminded LMA that the Architectural Review form should be renamed to "Change Request Form for Replacement Windows/Doors."

Covenants Violations – The Board requested copies of covenant violation letters sent by LMA that were not provided in the last report packet. The Board maintains a list of letters forwarded to LMA for transmission to residents which is more comprehensive than LMA's list.

Parking Issues – Crystal stated that Beverly has reported some illegally parked vehicles at Woodwinds. The Board informed Crystal that, according to the current parking regulations, the vehicles cited by Beverly are properly maintained and parked.

Old Business

Clark leak issue. Discussed in Community Member Forum (above). The Board directed LMA to engage a structural engineer to examine the Clark leak issue and provide recommendations for a permanent solution.

Brookover leak issue. Discussion was held regarding renewed leak issues at 2100 GWW #100. The Board directed LMA to contact resident to schedule another appointment to check the leak and determine what is necessary to correct the problem.

Rae satellite dish issue (11620 Ivystone #100). According to Crystal, the covenant violation letter regarding the satellite dish installed directly on roof shingles was sent. If the owner does not take action by the date stipulated in the letter, the Board directed LMA to remove the satellite dish (by Cutting Edge if they are also investigating another leak on this building), repair the shingles, and charge the owner for any expense incurred.

Flower Day. The Board agreed to allow residents to plant flowers/plants that are on the approved planting list in existing beds when they ask for permission to do so. Any

requests for permanent changes to the landscape must still go to the Landscaping Committee and then to the Board for approval.

Recording Secretary. Sharon moved (Eric seconded, approved by all) that the Board engage a recording secretary for the annual meeting in November

New Business

Statement of Accounts – The Board directed LMA to send out statements of account to all residents. Eric moved (seconded by Gay, approved unanimously) same.

Executive Session

At 9:10 pm, Eric moved (seconded by Sharon, approved by all), to adjourn the regular business meeting to meet in executive session to discuss covenant violations and assessment delinquencies.

During executive session, there was a motion regarding all hearings and our decision on the outcome is that we approved the waiver of late fees for 3 owners.

At 9:20 pm Sharon moved (seconded by Eric, approved by all) to reconvene the open session of the Board meeting.

Date of Next Meeting

The next Board of Directors meeting will be held on Thursday, May 15, 2008 at 7:00 pm at the Langston Hughes Middle School Health Room located at 11401 Ridge Heights Road, Reston, VA 20191.

Adjournment

The meeting was adjourned at 9:30 p.m. Eric made the motion and Gay seconded it; it was approved by all.

ACTION ITEM LIST

Item No	Action	Assignee
MAR03	Confirm that service contracts are posted on Woodwinds website	Eric
MAR07	Send monthly report of new owners/residents with leases to Board	Crystal
MAR12	Contact Woodwinds collections attorney for status of outstanding delinquencies, legal actions, etc.	Crystal
MAR14	Inspect all exterior closet doors on townhouses	Board
MAR18	Identify and retrieve any Woodwinds money held by Riddell (report to Teri)	
APR01	Review new resident letter and packet	Board
APR02	Follow up with Sylvia Brookover (2100 GWW #100) to ensure ceiling leak was fixed	Crystal
APR03	Contact Cutting Edge regarding leak in roof at 11620 ISC (roof under 2-year warranty from 2006)	Crystal
APR04	Confirm all April covenants violations letters were sent	Crystal
APR05	Install hand railings at steps in front of 11613 and 11609 WBC (awaiting bids from RKS and Cutting Edge)	Crystal
APR06	Review satellite dish resolution provided by Crystal	Board
APR07	Provide list Need list of expense categories used by LMA accounting department	Crystal
APR08	Rename Architectural Review Form to "Replacement Window/Door Change Request Form	Crystal
APR09	Determine if it is permitted to use grills at the Pavilion (check with Fairfax County authorities)	Eric
APR10	Engage structural engineer to inspect problem at Clark residence and provide recommendation for permanently correcting problem. (See if engineer concurs with use of POR-ROCK to fix crack in balcony above the Clark unit.) Engineer should also be asked to inspect balconies and provide a recommendation regarding a permanent solution to this problem. (It has been 2 years since any balconies have been repaired)	Crystal
APR11	Request invoices from Cutting Edge regarding previous work done on Clark unit; invoices may provide history of past work;	Crystal
APR12	Do not call residents before 8:00 am (7:30 am is too early)	LMA
APR13	Speak with Teri Jaeger regarding history on balcony repair	Crystal
APR14	Contact Fairfax County Zoning Board about zoning questions at Woodwinds (RE: furniture refinishing at 2100 GWW #101)	Eric

Item No	Action	Assignee
APR15	Schedule a walkthrough of Woodwinds with Dixie Electric to conduct an electrical inspection of the property (emergency lighting, etc.) Decision to defer maintenance contract until inspection is completed.	Crystal
APR16	Schedule gutter cleaning at Woodwinds	Crystal
APR17	Issue Request for Proposals for inspections of Woodwinds buildings and determine need and specifications for a gutter system.	Crystal
APR18	Schedule one-time recording secretary for annual meeting on 17 November 2008). (Minute by Minute)	Crystal
APR19	Send covenant violation letter to owner of taxicab at 11620 ISC	Eric
APR20	Inspect tree limbs over carport at west end of ISC to ensure that they are healthy and not in danger of breaking and falling	Suzanne
APR21	Provide copies of contracts with AAA & ETC (janitorial service) to Eric for posting on website	Crystal
APR22	Provide Board with a monthly list of new owners	Crystal
APR23	Provide Board with information on source of \$50 covenants violation fee	Crystal
APR24	Repair/replace roof shingles at 11620 where satellite dish was installed and charge repair to owner of 11620 ISC #100	Crystal
APR25	Send Statements of Account to all Woodwinds owners as part of comprehensive financial reconciliation of Woodwinds accounting	Crystal
APR26	Advise owners of 2108/300, 2100/101, 2102/301 that The Board approved waiving late fees	Eric/Crystal
APR27	Publish notice of cancellation of Association-funded Flower Day;— residents may plant their own annuals in existing flower beds after getting approval of Board to change common property	Suzanne
APR28	Forward proposals to Board for erosion control work between Woodwinds and Colonial Green	Crystal
APR29	Request invoices/work history from Cutting Edge for work done at 11620 ISC #101	Crystal

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES****Date:** Thursday, May 15, 2008**Location:** Langston Hughes Middle School Health Room**Call to order:** 7:00 pm EDT**Attendees – Board, Management, Service Providers**

✓	Name	Position
✓	Eric Orr	President
✓	Sharon Brooker	Vice President
✓	Teri Jaeger	Treasurer
✓	Suzanne Wolfe	Secretary
✓	Gay Dillin	At Large
✓	Diana Fritts	Property Manager, Loudoun Management Associates
	Dave Ciccarelli	President, Loudoun Management Associates

Attendees – Members

Name	Address
Travis Collins	

Approval of Minutes

The minutes of the 17 April 2008 meeting were approved.

Review of Action Items

The action items from the March #03 through April #31, 2008 board meetings were reviewed.

The action item regarding the replacement windows at 11614 Windbluff Court was approved. Teri moved (seconded by Eric) to approve resident's request to replace windows at this address.

The Board indicated to LMA that the issue of identifying the 43 lollipop lights that are on a monthly fee rather than metered, is still an open action item, and it was numbered MAY 5.

Please see the attached list of action items for what is still open, and/or changes that may have been made since Crystal left and Diana took over.

Inter-Meeting Decisions

The Inter-Meeting Decisions made from May 04 to May 10, 2008, were read into the minutes.
(See attached Woodwinds Board of Directors Inter-meeting Decisions.)

Community Member Concerns

Travis Collins advised the Board that a weed-eater was used to cut the grass at 2112-2116, or 2118 GWW and the grass was cut too short. He suggested that we try growing moss in some of the areas where grass won't grow. He indicated that we should also consider terracing and the use of French drains. (Travis' father is a landscaper.)

Committees Reports

No Committee Reports at this time.

Management Agent Report

The board reviewed the Management Agent Log and Action Items List with Diana.

Old Business

Property inspection. Board needs to conduct covenant violation inspection as soon as weather permits.

Teri has parking tags, as well as parking violation tags, if anyone needs them.

Check to see if LMA sent Statements of Account to **all** Woodwinds owners as part of comprehensive financial reconciliation of Woodwinds accounting. (This is an action item).

Other business may only be listed as action items (attached to these minutes).

Executive Session

Teri moved (seconded by Eric, approved by all), to go into Executive Session at 8:55 p.m. to discuss C and D. Following the closed session, the open meeting was reconvened at 9:05 p.m. It was announced for the record that:

1. Decision C: Board will write a letter to the Fairfax County Police, authorizing them to include Woodwinds (private property) on their patrol, including vehicle registration enforcement and animal control.
2. Decision D: Gay discussed what looked like gray paint on the ground behind a garden condo unit and that the furniture business appears to have ended and the unit is being cleaned up. No action to be taken at this time.

Date of Next Meeting

The next Woodwinds Board Meeting will be held on June 19, 2008, at 7:00 pm at the Glade Room.

Adjournment

The meeting was adjourned at 9:05 pm EDT

Attachments

New Woodwinds Action Item List

Woodwinds Financial Review

Item No	Action	Assignee
MAR03	Confirm that service contracts are posted on Woodwinds website (Need DEK, AAA, Clean Advantage & BRs)	Diana
MAR07	Send monthly report of new owners/residents with leases to Board (don't have yet – still need)	Diana
MAR12	Contact Woodwinds collections attorney for status of outstanding delinquencies, legal actions, etc.	Diana
MAR14	Inspect all exterior closet doors on townhouses	Diana
APR02	Follow up with Sylvia Brookover (2100 GWW #100) to ensure ceiling leak was fixed.	Diana
APR03	Contact Cutting Edge regarding leak in roof at 11620 ISC (roof under 2-year warranty from October 2006) – repair shingles at #300 and then bill back owner. Also repair shingles at #300 and bill owner.	Diana
APR04	Confirm all April covenants violations letters were sent (deferred)	Diana
APR05	Install hand railings at steps in front of 11613 and 11609 WBC (awaiting bids from RKS and Cutting Edge)	Diana
APR06	Review satellite dish resolution - deferred	Board
APR07	Provide list of expense categories used by LMA accounting department to Teri & Board	Diana
APR08	Rename Architectural Review Form to "Replacement Window/Door Change Request Form	Diana
APR11	Request invoices from Cutting Edge regarding previous work done on Clark unit; invoices may provide history of past work; Ron can help on this.	Diana
APR15	Schedule a walkthrough of Woodwinds with Dixie Electric to conduct an electrical inspection of the property (emergency lighting, etc.) Decision to defer maintenance contract until inspection is completed.	Diana - defer
APR17	[restatement of APR17] Bring in another engineer/expert to investigate & determine if we need gutters, and if so, what size. Previous engineer said we didn't need them. Somebody reversed flashing too. Issue Request for Proposals for inspections of Woodwinds buildings and determine need and specifications for a gutter system.	Diana
APR18	Schedule one-time recording secretary for annual meeting on 17 November 2008). (Minute by Minute) – Verify this was done.	Diana
APR19	Send covenant violation letter to owner of taxicab at 11620 ISC	Eric

Item No	Action	Assignee
APR24	Provide Board with information on source of \$50 covenants violation fee – defer until next meeting	Diana
APR25	Send Statements of Account to all Woodwinds owners as part of comprehensive financial reconciliation of Woodwinds accounting - verify	Diana
APR26	Advise owners of 2108/300, 2100/101, 2102/301 that The Board approved waiving late fees	Eric/ Diana
APR28	Forward proposals to Board for erosion control work between Woodwinds and Colonial Green (HIGH PRIORITY)	Diana
MAY01	Follow up with Sylvia Brookover (2100 GWW #100) <ol style="list-style-type: none"> 1. Replace upper level carpet now and then get an engineer to inspect. 2. Clean or replace lower level carpet. If she doesn't want it, have her sign a release. <p>[Sylvia's door is wood – used to be metal. Check history to see if previous Board approved this. Hydrostatic pressure may be what is causing water to come up from the floor.]</p>	Diana
MAY02	Have EVA check Andy Palmer's unit to see how balcony is holding up	Diana
MAY03	Letter from ETC – get Balcony Study of 2004 from Parsons & then we will discuss it and the their proposal of May 9, 2008	Diana
MAY04	Get bids for "Crack Repair Sealing & Top Coat Parking Lot and Asphalt paths"	Diana
MAY05	Meet with Dominion to identify 43 lollipop lights that area on a monthly fee rather than metered.	Diana
MAY06	Schedule a continuation meeting ASAP with LMA regarding our financial documentation.	Teri
MAY07	Purchase brown paint for railings and townhouse utility room doors	Eric

WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**Date:** Thursday, June 19, 2008**Location:** Glade Room**Call to order:** 7:00 pm EDT**Attendees – Board, Management, Service Providers**

✓	Name	Position
✓	Eric Orr	President
✓	Sharon Brooker	Vice President
✓	Teri Jaeger	Treasurer
✓	Suzanne Wolfe	Secretary
✓	Gay Dillin	At Large
✓	Diana Fritts	Property Manager, Loudoun Management Associates
	Dave Ciccarelli	President, Loudoun Management Associates

Attendees – Members

Name	Address
N/A	

Approval of Minutes

The minutes of the May 15, 2008 meeting were approved with some corrections, which Eric made and posted.

Review of Action Items

The action items from previous months the “MAR03” through “APR26” were reviewed.

Action Item MAY05 still open; the Board indicated to LMA that the issue of identifying the 43 lollipop lights that are on a monthly fee rather than metered.

Refer to Action Item list below.

Inter-Meeting Decisions

The Inter-Meeting Decisions made from May 04 to May 10, 2008 were read into the minutes.
(See attached Woodwinds Board of Directors Inter-meeting Decisions.)

Committees Reports.

No Committee Reports at this time.

Management Agent Report.

The Board reviewed the Management Agent Log and Action Items List. (See Action Item List attached below.)

Diana said it was Dave's intention that we only send accounting letters to those people who have something more than a zero balance; otherwise no need for everyone to raise questions. After some discussion, the Board agreed to send letters only to those members of the community who have more than a zero dollar balance.

Old Business

Property inspection. The board needs to conduct inspection for covenant violations as soon as weather permits.

New Business

The Board approved Stephanie Martinez' (11617 WBC) request to plant impatiens in existing flower beds outside of her unit.

Executive Session

Gay moved (seconded by Sharon and approved by all) to go into Executive Session at 8:20 p.m. to hold a closed session to discuss Items A, B, and C. Following the closed session, the open meeting was reconvened at 8:25 p.m. It was announced for the record that:

1. Decision: – The Board approved that a fine be assessed for a trash violation.
2. Decision: –The Board approved that a fine be assessed for a dog off leash violation.
3. Decision: Covenant violation letter sent to owner on June 9 had an incorrect hearing date and needs to be resent.

Date of Next Meeting

The next Woodwinds Board Meeting will be held on July 17, 2008 at 7:00 pm at the Glade Room.

Adjournment

The meeting was adjourned at 8:35 pm EDT.

Attachments

June 2008 Woodwinds Action Item List with combined Items Numbers.

ACTION ITEMS

Item No	Action	Assignee
5170 MAR03	Confirm that service contracts are posted on Woodwinds website (Need DEK, AAA, Clean Advantage & BRs)	Eric
4910 MAR07	Send monthly report of new owners/residents with leases to Board (VMS will not be have this ready for another 90 days)	Diana
5172 MAR12	Contact Woodwinds collections attorney for status of outstanding delinquencies, legal actions, etc.	Diana
5173 MAR14	Inspect all exterior closet doors on townhouses 1. Andy Palmer (11604 ISC) needs a new exterior door 2. Lenny Carter (11603 WBC) just needs his door painted	Diana
5188 APR02	Follow up with Sylvia Brookover (2100 GWW #100) to ensure ceiling leak was fixed.	Diana
4914 APR03	Contact Cutting Edge regarding roof at 11620 ISC 1. Roof/flashing leak (roof under 2-year warranty from October 2006 – repair should not cost WWCC.) 2. Repair shingles associated with installation of satellite dishes by resident of unit #101 and bill owner.	Diana
APR04	Confirm all April covenants violations letters were sent (deferred)	Diana
4919 APR05	Install hand railings at steps in front of 11613 and 11609 WBC (awaiting bids from RKS and Cutting Edge) – Diana reported this request had gone out for bid.	Diana
4917 APR06	Review satellite dish resolution - deferred Diana to write resolution – short & sweet – only to go on the brick firewalls. (Board discussed a deposit of \$150 being made and that the deposit will be returned when the dish is removed.)	Diana
APR07	Provide list of expense categories used by LMA accounting department to Teri & Board	Diana
APR11	Request invoices from Cutting Edge regarding previous work done on Clark unit; invoices may provide history of past work; Ron can help on this.	Diana
APR15	Schedule a walkthrough of Woodwinds with Dixie Electric to conduct an electrical inspection of the property (emergency lighting, etc.) Decision to defer maintenance contract until inspection is completed.	Diana - deferred

Item No	Action	Assignee
5169 APR17	Bring in another engineer/expert to investigate & determine if we need gutters, and if so, what size. Previous engineer said we didn't need them. Somebody reversed flashing too. Issue Request for Proposals for inspections of Woodwinds buildings and determine need and specifications for a gutter system.	Deferred
APR24	Provide Board with information on source of \$50 covenants violation fee – defer until next meeting	Diana
APR26	Send Statements of Account to all Woodwinds owners as part of comprehensive financial reconciliation of Woodwinds accounting - verify	Diana
APR27	Advise owners of 2108/300, 2100/101, 2102/301 that The Board approved waiving late fees	Eric/Diana
APR29	HIGH PRIORITY – Forward proposals to Board for erosion control work between Woodwinds and Colonial Green Eric to send Diana the Report from meeting with RA & Teri in 2007 regarding Erosion Areas that need immediate attention.	Diana
MAY01	Follow up with Sylvia Brookover (2100 GWW #100) <ol style="list-style-type: none">1. Replace upper level carpet now and then get an engineer to inspect.2. Clean or replace lower level carpet. If she doesn't want it, have her sign a release.	Diana
MAY02	Have EV Air check Andy Palmer's unit (11604 ISC) to see how balcony is holding up after renovation 2 years ago	Diana
MAY03	Letter from ETC – get Balcony Study of 2004 from Parsons & then we will discuss it and their proposal of May 9, 2008	Diana
4915 MAY04	Solicit bids for "Crack Repair Sealing & Top Coat Parking Lot and Asphalt paths"- received one; waiting for other 2. *Pavement Solutions just did Bentana Park, if you want to go see how it looks.	Diana
4916 MAY05	Meet with Dominion to identify 43 lollipop lights that area on a monthly fee rather than metered. (URGENT REQUEST) Teri/Eric to forward exterior lighting list to Diana	Diana
5184 MAY06	Schedule a continuation meeting ASAP with LMA regarding our financial documentation.	Teri
MAY07	Purchase the paint for hand railings for townhouses on Windbluff Court	Eric

Item No	Action	Assignee
JUN01	Inform Jackie Brathwaite (11612 ISC #101) that the Board approved payment for ten foot section of laminate countertop in kitchen. (Additional requests will be handled at a later date.)	Diana
JUN02	Send Diana the list of April covenants letters that were to be sent out	Eric
4919 JUN03	Create Resolution for Water Shut-off that includes a \$50 penalty for violating same (use April newsletter for guidelines to residents; additional info is needed for plumbing contractors when making site visits)	Diana
5278 JUN04	Research contract expiration dates	Jamie

WOODWINDS COUNCIL OF CO-OWNERS BOARD MEETING MINUTES

Date: Thursday, July 17, 2008

Location: Glade Community Room, Soapstone Drive & Glade Drive, Reston, VA 20191

Call to order: 6:55 pm EDT

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Eric Orr	President
	Sharon Brooker	Vice President
✓	Teri Jaeger	Treasurer
✓	Suzanne Wolfe	Secretary
✓	Gay Dillin	At Large
✓	Diana Fritts	Property Manager, Loudoun Management Associates
	Dave Ciccarelli	President, Loudoun Management Associates

Attendees – Members

Name	Address
None	

Approval of Agenda

Eric Orr moved (seconded by Gay Dillin, approved by all) to approve the agenda.

Approval of Minutes

Teri Jaeger moved (seconded by Eric Orr, approved by all) to accept the minutes of the 20 June 2008 board meeting.

Financial Report – Figures provided by LMA for July

Teri moved (seconded by Gay, approved by all) that by August 1st (or sooner); \$100,000 of the money we have in our checking account should be moved to CDs at Community Bank and be distributed so that all accounts have the full \$100,000 FDIC insurance. It should be distributed so that there is approximately \$65-68,000 in our operating account, and the remainder would be “total in other accounts” in CDs. (This is an action item.)

Review of Action Items

See attached list.

Inter-Meeting Decisions

Not discussed.

Community Member Concerns

No community members present.

Committees/Presidents Reports

No Committee Reports at this time; no President's Report. There will be a mid-year Treasury Report.

Management Agent Report

The board reviewed the Management Agent Log and Action Items List with Diana.

Satellite resolution as discussed and the following changes were suggested by the Board:
[see attached document]

Old Business

No old business discussed.

Executive Session

Teri moved (seconded by Eric, approved by all), to go into Executive Session at 8:25 p.m. to discuss items 1 and 2 below. Following the closed session, the open meeting was reconvened at 8:35 p.m.. It was announced for the record that:

1. The Board voted to assess \$50 fines to the 3 pending accounts for covenant violations.
2. The Board agreed that letters that were found not to have been sent by Crystal, should still be sent out at the present time, with appropriate new hearing dates.

Date of Next Meeting

The next Woodwinds Board Meeting will be held on August 21, 2008, at 7:00 pm at the Glade Room.

Adjournment

The meeting was adjourned at 8:45 pm EDT

Attachments

New Woodwinds Action Item List
Woodwinds Financial Review

ACTION ITEMS

Item No	Action	Assignee
5187 MAR07	LMA to obtain copies of all leases to be sent to Board, along with report of new owners/residents.	Diana
5172 MAR12	INITIATE PROCEEDINGS. Contact Woodwinds collections attorney for status of outstanding delinquencies, legal actions, etc.	Diana
5173 MAR14	Wrong door was replaced instead of Andy Palmer's door (11604), so he will get a new exterior door shortly. (Lenny's door was replaced.)	Diana
4919 APR05	Install hand railings at steps in front of 11613 and 11609 WBC (awaiting bids from RKS and Cutting Edge) – Diana reported this request had gone out for bid. The Board okayed LMA to go ahead and have the work done.	Diana
4917 APR06	Review satellite dish resolution - deferred Diana to write resolution – short & sweet – only to go on the brick firewalls. (Board discussed a deposit of \$150 being made and that the deposit will be returned when the dish is removed.)	Diana
APR11	Request invoices from Cutting Edge regarding previous work done on Clark unit; invoices may provide history of past work; Ron can help on this.	Diana
APR24	Provide Board with information on source of \$50 covenants violation fee – defer until next meeting	Diana
MAY02	Have EVA check Andy Palmer's unit to see how balcony is holding up	Diana
4916 MAY05	URGENT REQUEST Meet with Dominion to identify 43 lollipop lights that area on a monthly fee rather than metered. (7 are metered)	Diana
MAY07	Purchase brown paint for railings and townhouse utility room doors	Eric
JUN03	Create Resolution for Water Shut-off that includes a \$50 penalty for violating same (use April newsletter for guidelines to residents; additional info is needed for plumbing contractors when making site visits)	Diana
JUL01	Move, \$100,000 of the money we have in our checking account should be moved to CDs at Community Bank and be distributed so that all accounts have the full \$100,000 FDIC insurance. It should be distributed so that there is approximately \$65-68,000 in our operating account, and the remainder would be "total in other accounts" in CDs. This should be done by 1 August.	LMA
JUL02	Prepare a mid-year financial report.	Teri

Item No	Action	Assignee
JUL03	Contact Goldklang, Cavanaugh & Associates to do an immediate thirteen month audit for the period of January 1, 2007 through January 31, 2008 (not for one month as indicated in their letter).	LMA
JUL04	Review Satellite Dish Resolution after more changes are made by LMA. [See separate attachment]	Board
JUL05	Provide Board with a list of residents broken down by Tenant, All, and Owner. (LMA to search on TYPE of condo unit in the VMS database; if VMS cannot do it, then provide information in an Excel spreadsheet.)	LMA
JUL06	Resend July Violation letters to Diana for confirmation of mailing or new mailing. (A new Violation Log will start and be available at next month's meeting.)	Eric
JUL08	Research new VA law regarding maximum set-up fees that can be charged to new residents	LMA
4915 JUL09	Secure bids for "Crack Repair Sealing & Top Coat Parking Lot and Asphalt paths" - received one; waiting for other 2. *Pavement Solutions recently performed Bentana Park; Eric and Gay surveyed the work and thought it looked good. (Teri will forward to Frank Talbert for his review on behalf of WW)	Diana

Woodwinds Board Suggested Changes to Satellite Resolution

- A. They must submit an application to the Association for approval of their proposed antenna or a notice of installation of the antenna. When the Unit Owner submits an application, it must be submitted before installation and must include a \$150 deposition prior to installation.
- B. When the Unit Owner submits an application to the Association for approval of the antenna, the Association will review the application within 15 days. When the application meets all of the required criteria stated in the rule, the Association will rule on the application within 15 days of receipt of the application and issue a written notice of the ruling to the Untie Owner.
- C. Owners must file their applications/notices to the Association in writing at the following address:

Woodwinds Council of Co-Owners
c/o LMA, Inc.
Attn Community Manager
P.O. Box 2070
Purcellville, VA 20134-2070

- D. Either the Board, its designated committee, or the Association's managing agent may act for the Association, depending upon the Board's discretion.

III.

- A. Same
- B. Location
 - 1. The Association has designated the following locations as the only placement sites for antennas: (a) inside the unit; or on the surface of the brick firewall. No antenna may be mounted on the surface of the patio or balcony.
 - 2. Same
 - 3. Same
 - 9. The Unit Owner is responsible for ensuring that the points of penetration are properly waterproofed and sealed in accordance with applicable industry standards and building codes.

WOODWINDS COUNCIL OF CO-OWNERS

BOARD MEETING MINUTES

Date: Thursday, August 21, 2008

Location: Glade Community Room, Soapstone Drive & Glade Drive, Reston, VA 20191

Call to order: 7:00 pm EDT

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Eric Orr	President
✓	Sharon Brooker	Vice President
✓	Teri Jaeger	Treasurer
✓	Suzanne Wolfe	Secretary
✓	Gay Dillin	At Large
✓	Diana Fritts	Property Manager, Loudoun Management Associates
	Dave Ciccarelli	President, Loudoun Management Associates

Attendees – Members

Name	Address
Jacques Bloomfield	11605 WBC
S. Thompson, FFX Co Sheriff's Office (accompanied J. Bloomfield)	N/A (stated she was a new owner, but she does not live here)
Lynn McPherson	2110 GWW #101; arrived at 8:00 pm

Call to Order

The meeting was called to order at 7:00 p.m. EDT.

Approval of Agenda

Teri moved (seconded by Sharon, approved by all) to approve the agenda.

Approval of Minutes

Teri moved (seconded by Eric, approved by all) to approve the 17 July 2008 board meeting minutes. Sharon indicated we should approve the minutes with the exception of changing the location to read Glade Room.

Community Member Concerns

Eric turned the floor over to Jacques Bloomfield. Jacques spent approximately 20 minutes recounting his complaint regarding unpaid condo dues and late fees had been mishandled by LMA and requested that any payment he made would satisfy the issue. The Board repeated its statement that the money for his February 2008 payment should be paid without condition since it was owed; LMA would determine if this fully satisfied the delinquency. The Board reiterated its willingness to waive late fees associated with this matter. Jacques presented the Board with a check, which was turned over to Diana. He was told that any further communications should be directed to Diana.

Financial Report

No report given.

Review of Action Items

See attached list.

Inter-Meeting Decisions

Not discussed.

Committees/Presidents Reports

No Committee Reports at this time; no President's Report.

Management Agent Report

Exterior Lights. Diana reported that she spoke with Dominion Electric and they have told her that the only poles we are responsible for are the two at the entrance off of South Lakes and the two poles at the entrance on Soapstone. [This is not correct.]

Satellite Dish Resolution. Diana will submit the appropriate language and will verify whether owners already have a satellite dish that should have been registered. Every new owner must register any satellite dish that he or she wishes to install on association property (the building firewall). Diana will ensure that the appropriate form is enclosed with the letter to be sent to the community requesting notification of satellite dishes. If there is more than one satellite on the existing roof, then the homeowner must submit a detailed description of the dish that uniquely identifies it and associates it with a unit.

Asphalt Maintenance. The Board reviewed the parking lot resurfacing contracts submitted to LMA. Eric moved (seconded by Gay, approved by all) to select Pavement Solutions.

Eric will coordinate with Craig Russell to have an onsite meeting and iron out all the details of the optional work we would like to have done. We would like to have the job spread out over a period of 2-3 days so that moving vehicles will have as little an impact on the community as possible.

11612 ISC #100. Gay Dillin submitted an estimate from the Floor Store for replacing her carpet that was damaged by water leaks. The Board agreed to the contract to approve same. (This was approved by all, with Gay abstaining.)

Old Business

The board reviewed the erosion reports from Genesis; the FM Erosion report didn't arrive in time for the Board packet. Board agreed that a meeting should be scheduled to include RA Watershed Manager, Nikki Foremsky, to discuss these two plans soon after Labor Day so that progress can be made before winter.

Executive Session

Eric moved (Teri seconded, & approved by all) that The Board go into Executive Session at 8:40 p.m. to discuss the items below. It was announced for the record that:

1. The Board agreed to fine resident \$50 for trash violation
2. The Board agreed to fine resident \$50 for trash violation
3. The Board agreed to defer fine of resident until next month per resident's request.

Following the closed session, the open meeting was reconvened at 8:45 p.m.

Date of Next Meeting

The next Woodwinds Board Meeting will be held on August 21, 2008, at 7:00 pm at the Glade Community Room.

Adjournment

The meeting was adjourned at 8:50 pm EDT.

Attachments

New Woodwinds Action Item List

ACTION ITEMS

Item No	Action	Assignee
5187 MAR07	LMA to obtain copies of all leases to be sent to Board, along with report of new owners/residents.	Diana
5172 MAR12	Contact Woodwinds' collections attorney for status of outstanding delinquencies, legal actions, etc. (URGENT)	Diana/LMA
MAR13	Ron has indicated this will be started early the last week of August. Both iron and wood fittings 11613 and 11609 WBC. Brown paint will need to be matched on the handrails.	Diana
MAY02	Coordinate with EV Air to check up on balcony repairs that were down some time ago to Andy Palmer's unit to see how the repairs are holding up.	Diana
JUN03	Create Resolution for Water Shut-off that includes a \$50 penalty for violating same (use April newsletter for guidelines to residents; additional info is needed for plumbing contractors when making site visits)	Diana
JUL03	Secure revised contract from Goldklang, Cavanaugh & Associates by Sept. 1, to do an immediate thirteen month audit for the period of January 1, 2007 through January 31, 2008 (not for one month as indicated in their letter).	Diana
JUL05	Provide Board with a list of residents broken down by Tenant, All, and Owner. (LMA to search on TYPE of condo unit in the VMS database; if VMS cannot do it, then provide information in an Excel spreadsheet.)	LMA
JUL08	Research new VA law regarding maximum set-up fees that can be charged to new residents	Diana
AUG01	Send draft satellite dish resolution to legal counsel. (Diana returns the day after Labor Day.) Include the registration form with the letter when we send it out to all WW residents	Diana
AUG02	Contact the Clarks (11620 ISC #100) to ensure all follow-up work has been completed.	Eric
AUG03	Prepare a financial report for annual meeting.	Teri
AUG04	Contact RA Watershed Manager Nicki Foremsky to meet and discuss these two plans, sometime soon after Labor Day so we can get something done before winter.	Diana
AUG05	Schedule meeting with Pavement Solutions to discuss the optional services that Woodwinds needs done and act as POC for project. (Should hear from Craig on Monday)	Eric/LMA
AUG06	Follow-up in 30 days to see if we have received site maps and identification numbers for our pole lights from Virginia Dominion Power as promised.	Diana

WOODWINDS COUNCIL OF CO-OWNERS

BOARD MEETING MINUTES

Date: Thursday, September 18, 2008

Location: Langston Hughes Middle School Health Room

Call to order: 7:00 pm EDT

Attendees – Board, Management, Service Providers

✓	Address	Role
✓	Eric Orr	President
✓	Sharon Brooker	Vice President
	Teri Jaeger	Treasurer
✓	Suzanne Wolfe	Secretary
✓	Gay Dillin	At Large
✓	Diana Fritts	Property Manager, Loudoun Management Associates
	Dave Ciccarelli	President, Loudoun Management Associates

Attendees – Members

Name	Address
Tilly Staples	2106 GWW #101

Approval of Minutes

The minutes of the 18 August 2008 meeting were approved. Eric moved to approve the minutes, Gay Dillin seconded the motion, and it was approved by all.

Financial Report – Figures provided by LMA for August

Teri was not present so we did not review the Financials in detail.

Inter-Meeting Decisions

The Board agreed to do the additional gutter cleaning that Maple Leaf offered us at a 40% discount.

Community Member Concerns

Tilly Staples recently purchased 2106 GWW #101 and is concerned about a hole in the building above her patio doors. A repairman visiting her unit noticed it and advised her of same. John Francis (Northern Virginia Roofing) went over to her place after giving his

presentation to the Board and inspected her unit but it was too dark after leaving the Board meeting to come to a definite conclusion.

Management Agent Report

The Board heard a proposal by John Francis, of Northern Virginia Roofing, and voted to accept the proposal to do repair work at 11616 and 11614 Windbluff Court. The proposal for \$7200 included:

- Pressure washing concrete balcony at 11614 and patio slab at 11616
- Remove siding at both locations
- Remove four through-wall drains if necessary.
- Custom fabricate and install aluminum through-roof drain if necessary at balcony
- Install a custom fabricated aluminum drain scupper (color to be brown) at balcony
- Install 4 - 3" x 4" x 10' section of downspout (color to be brown) at four drain areas of balcony
- Install a 3-part epoxy coating to concrete balcony deck (this coating will wear over time and will need to be maintained once every two years at an additional charge, it does not stop leaks once again only a coating; color to be grey)
- Reinstall existing vinyl siding where removed
- Seal J-channel areas at brick and wood patio rail using a NP-I Med Bronze sealant
- Reinstall existing apron flashing on front side balcony wall top section at rail area
- Seal apron flashing to balcony rail trim area where necessary using NP-1 Med. Bronze sealant
- Remove sliding glass door at unit 11616, area work at rear right lower corner single slider glass door. Remove thresh hold
- Inspect brick and block structure detail area where door removed, repair at additional cost to be determined at time of removal if any.
- Install a double insulated sliding glass door & frame color aluminum Med. bronze, new threshold.
- Install a NP-I Med Bronze urethane sealant at sliding glass door and threshold area where removed
- Install a NP-1 Med Bronze sealant at sliding glass door frame area.
- Clean and haul away all trash and debris
- Two year workmanship warranty where work was performed.

John Francis said the unit needs a 4-6" step-down – many of ours are too short.

John discussed the service his company provides and would catalog everything our community needs (repairs to roofing, balconies and associated maintenance; seal flashing, corrugated black plastic under the patio slabs). Roof repair and maintenance is offered for \$.10 square foot or roughly \$16,690 for the whole community.

Diana will check to see if Reston Association needs to approve the downspouts. We asked John to look at the new railing used at 11610 and 11608 and duplicate that solution on the balcony of 11614. We asked that John to work with Ron Torkas of Cutting Edge on a solution to the leak at the Clark residence (11620 ISC #101).

The board voted and agreed that the Clark unit should be addressed next and used as a test case for implementing the NVR solution if the work at 11616 proved successful.

Review of Action Items – See attached list

Diana suggested we get a multi-year contract with our Washington Gas to get a cheaper rate over a longer period of time.

Satellite resolution prepared by LMA was approved and will be distributed to the community.

The Board will review the proposed 2009 Budget after the meeting.

Executive Session

Eric moved (seconded by Sharon, approved by all), to go into Executive Session at 8:40 p.m. to discuss the item below. After the closed session, the open meeting was reconvened at 8:50 p.m.. It was announced for the record that:

1. The Board agreed that we should direct our attorney contact owner to make arrangements for payments, and go ahead and file a lien, since owner owes us nearly \$4,000 as of September 2008. The Board is willing to remove late fees, but must see immediate payments.

Date of Next Meeting

The next Woodwinds Board Meeting will be held on 16 October 2008, at 7:00 pm in the Health Room at Langston Hughes Middle School.

Adjournment

The meeting was adjourned at 9:00 pm EDT

Attachments

New Woodwinds Action Item List

ACTION ITEMS

Item No	Action	Assignee
5187	LMA to obtain copies of all leases to be sent to Board, along with report of new owners/residents. (as of September 2008, we have 29 rental units).	Diana
AUG 1	LMA to request VMS create a search to be done on TYPE of condo unit in the VMS database; and provide us with a listing by breakdown of Tenant, Owner and ALL. If VMS cannot do it, then please ask Dave if he can run something and put in an Excel spreadsheet for us.	LMA
AUG 2	Draft Emergency Water Shut-off Rule; Diana to mail Eric a soft copy	Eric/Diana
AUG 3	LMA to research new laws putting a cap (\$50) on start-up fees that can be charged to new residents	Diana
SEPT 1	Contact CINTAS to have Fire Extinguishers Inspected	Diana
SEPT 2	Ron has indicated the stair railings would be started on 9/19/08 but it didn't. Brown paint will need to be matched on the handrails.	Diana
SEPT 3	Meet with Genesis to discuss their proposal. We should schedule a meeting to include Nikki at RA to discuss these two plans, sometime soon after Labor Day so we can get something done before winter. (ground cover & socks were recommended?)	Diana
SEPT 4	Follow-up with Dominion Power, as we did not receive the site maps as promised and identification numbers for our pole lights.	Diana
SEPT 6	Check Reserve Study and see if the Balconies should be next big project	Eric
SEPT 7	Follow up on the previous work done by EV Air to see how repairs that were done sometime ago to Andy Palmer's balcony, are holding up.	Diana
SEPT 8	Have additional gutter cleaning done now, by Maple Leaf as per their discount of 40% for same, as well as again at the end of October 2008.	Diana

WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, October 16, 2008

Location: Langston Hughes Middle School Health Room, Ridge Heights Rd., Reston, VA

Call to order: 7:00 pm EDT

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Eric Orr	President
✓	Sharon Brooker	Vice President
✓	Teri Jaeger	Treasurer
✓	Suzanne Wolfe	Secretary
	Gay Dillin	At Large
✓	Diana Fritts	Property Manager, Loudoun Management Associates
	Dave Ciccarelli	President, Loudoun Management Associates

Attendees – Members

Name	Address
Wilfred Byl	2118 GWW #101 and 11634 ISC
Stuart MacPherson	11618 ISC #200

Approval of Minutes

Suzanne moved (seconded by Sharon, approved by all) to accept the minutes of the 18 September 2008 board meeting after corrections noted by Eric were made.

Financial Report

Teri brought various accounting reporting errors to the attention of Diana and the rest of the Board. Teri plans to meet with LMA in the next week or so to go over errors in the reports as well as changes in budget categories for various items.

Community Member Concerns

Wilfred Byl reported various leaks with his two properties, 2118 Green Watch Way #101 and 11634 Ivystone Court, which have existed for the 34 years he has lived at Woodwinds. (He is an original owner of these 2 units.) Diana said she would contact him on Monday.

Stuart MacPherson petitioned the Board to recover \$150 in towing charges that he occurred during the parking lot resurfacing project when his vehicle was towed from the South Lakes tennis court parking lot between the Shadowood swimming pool and Bristol House community. The Board explained that they had no jurisdiction over the parking lot and suggested that he contact Reston Association, the owner of the tennis court and parking lot, to see if they could provide any relief.

Management Agent Report

Review of Action Items

The Board will review the proposed 2009 budget before the Annual Meeting.

Executive Session

Eric moved (seconded by Teri, approved by all), to go into Executive Session at 8:30 p.m. to discuss the items listed below. Following the closed session, the open meeting was reconvened at 8:54 p.m. It was announced for the record that:

1. The Board agreed with the proposal that was received regarding a schedule of payments from unit owner; Diana (LMA) suggested that the board still have the collections attorney file a lien an behalf of the association.
2. Unit owner will be paying us sometime in the near future according to our collections attorney; the board will take no action at this time.
3. Many residents on the delinquency list have not yet received late notices and should basically be ignored; most entries are less than 60 days old. Main focus should be the top ten entries on the list.

Date of Next Meeting

The next Woodwinds board meeting will be the Annual Meeting held on Tuesday, 18 November 2008 at 7:00 pm EST in the cafeteria at Ridge Heights Middle School.

Adjournment

The meeting was adjourned at 9:00 pm EDT

Attachments

New Woodwinds Action Item List

ACTION ITEMS

Item No	Action	Assignee
4910 & 5187 MAR07	Reports to be produced by LMA (1) listing of owners & tenants; (2) list of leases received	Diana
MAY01	Carpet to be put in at Sylvia Brookover's unit per her request.	Diana
MAY02	Coordinate with EV Air to check up on balcony repairs that were down some time ago to Andy Palmer's unit to see how the repairs are holding up.	Diana
JUN02	Review Emergency Shut-off Instructions, along with email from Kiddco.	Eric/Diana
AUG06	Follow up with Dominion Power, as we did not receive the site maps as promised and identification numbers for our pole lights.	Diana
SEP03	Review new proposal from Genesis. If issues result from work (e.g., gullies appear), Genesis must to address them.	Diana
OCT01	Follow up with NVR regarding repairs to 11616 Windbluff Court (exterior and interior)	Diana
OCT02	Change "Cash reserves" to read "cash on hand" in financial statements. Check other reports; categories and information are wrong. (Consult with Teri.)	Diana
OCT03	Find out status of our 2007 (&Jan 2008) audits and report to Teri	Diana
OCT04	Prepare draft 2009 budget and fee schedule(s) for owner assessments	Teri
OCT05	Provide proposed 2009 budget to LMA so that LMA can prepare owner 2009 coupon books by December 1 st .	
OCT06	Investigate Wilfred Byl's water leaks at 2118 GWW #101 and 11634 Ivystone Court. Phone is 860-9065	Diana
OCT07	Arrange meeting with Ron Torkas (Cutting Edge) and John Francis (NVR) to discuss repairs at Clark unit (11620 ISC #101). Need invoices from Ron to see what's already been done. Frank Talbert may be able to give opinion (phone 703-928-7133).	Diana
OCT08	Change batteries in all smoke detectors in all garden condo buildings. [This needs to be charged to a condo line item such as lighting supplies]	Diana
OCT09	Confirm with legal counsel (Pia Trigiani) that association has right to inspect units that are for sale on the real estate market	Diana
OCT10	Request multi-year contracts with guaranteed prices with gas company and other utilities (discussed at September board meeting)	Diana

Item No	Action	Assignee
OCT11	Mail annual meeting packet (notice, proxy, nomination form, meeting agenda, and budget) 21 days prior to Annual Meeting	Diana

**THE WOODWINDS COUNCIL OF CO-OWNERS
2008 ANNUAL MEETING**

**Langston Hughes Elementary School
Ridge Heights Road
Reston, VA 20191**

**Tuesday, November 18, 2008
7:00 p.m.**

ATTENDEES

Eric Orr, President
Sharon Brooker, Vice President
Teri Jaeger, Treasurer
Suzanne Wolfe, Secretary
Gay Dillin, Member at Large
Community Residents

RECORDER

Malti Livingston, MBM

CALL TO ORDER

Mr. Orr called the Annual Meeting to order at 7:21 p.m.

PROOF OF QUORUM

With 27.35% of membership present no quorum was met for the Annual Meeting for Woodwinds therefore the Board was unable to hold the Annual Meeting.

A resident suggested a ballot vote via mail be done so a quorum can be met. Ms. Jaeger stated their by-laws do not allow for mail-in voting. She stated they can look into the legality of this before action can be taken as their by-laws require an in-person or proxy vote to change the by-laws and confirmed 80% of owners must vote to change the by-laws. Mr. Orr reiterated Ms. Jaeger's statement.

Ms. Jaeger confirmed there are 28 are non-resident owners which equals approximately 20%.

SPECIAL MEETING

MOTION: Ms. Jaeger moved, Ms. Brooker seconded, to have a Special Session of the Woodwind's Board following the Annual Meeting. The motion passed unanimously (5-0-0).

ADJOURNMENT

The Board adjourned 2008 Annual Meeting at 7:24 p.m.

**THE WOODWINDS COUNCIL OF CO-OWNERS
SPECIAL MEETING**

**Langston Hughes Elementary School
Ridge Heights Road
Reston, VA 20191**

**Tuesday, November 18, 2008
7:25 p.m.**

ATTENDEES

Eric Orr, President
Sharon Brooker, Vice President
Teri Jaeger, Treasurer
Suzanne Wolfe, Secretary
Gay Dillin, Member at Large

Community Residents

RECORDER

Malti Livingston, MBM

CALL TO ORDER

Mr. Orr called the Special Meeting of the Board to order at 7:25 p.m.

OPEN FORUM

Scott Pragoff (2120GWW #300) expressed his dissatisfaction regarding the lack of parking spaces available. Ms. Jaeger stated there are 20 units without a reserved space or a carport. They are considering uncovered parking spaces for those without a spot. He asked if there is service that could go through the property to determine if vehicles don't have their sticker displayed. Mr. Orr stated that all the vehicles that are in Woodwinds have a right to park there. Ned Hickey (2114 GWW #200), stated there are 3 or 4 units with 3 or more cars that also have covered parking. Ms. Jaeger stated there is a bit of confusion for visitor parking passes and this needed to be addressed. Mr. Orr suggested recalling parking tags and re-assigning new ones and then closely monitoring them. A resident suggested the peel tags with the condominium's name on the tag.

Scott Pragoff (2120 GWW #300) asked about how much is spent on landscaping and janitorial projects that can be done in house. A resident requested a copy of the landscaping contract so if residents cared to search for other bids on landscaping for the community they would have a comparison. Ms. Jaeger stated there is a serious erosion issue at 11646-11656 Ivystone Court that needs to be addressed.

Woodwinds
November 18, 2008
Special Meeting
November 18, 2008

Another resident asked about the grass that was being planted just before tropical storm Hanna and suggested that Blade Runners should not have let them come out to seed at this time. Mr. Orr stated this is something the Board would look into and stated a Landscape Committee would be helpful.

Another resident suggested negotiating the contracts for lower costs as the competitive market means businesses are willing to be flexible due to the economy. Mr. Orr stated this was a good suggestion but some contracts are multi-year contracts. Mr. Orr stated that the Board members are very attentive at keeping costs low to benefit the Association.

Ms. Jaeger stated that garden style condominiums have expenses that are shared among all units such as their common water heaters.

MOTION: Ms. Jaeger moved, Ms. Brooker seconded, to appoint the sitting Board to another one year term until the next Annual Meeting in 2009 if a quorum is represented. The majority of the quorum approved this motion.

MOTION: Ms. Jaeger moved, Ms. Brooker seconded, to approve the budget as approved previously by the Board. The motion passed unanimously (5-0-0).

Ms. Jaeger stated that the delinquencies are being handled by management and as required they will be sent to Legal Counsel.

ADJOURNMENT

MOTION: Ms. Jaeger moved, Ms. Wolfe seconded, to adjourn the Special Meeting at 7:45 p.m. The motion passed unanimously (5-0-0).

WOODWINDS COUNCIL OF CO-OWNERS

BOARD MEETING MINUTES

Date: Thursday, December 18, 2008

Call to order: 7:00 pm EDT

Location: Health Room – Langston Hughes Middle School, Reston, VA

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Eric Orr	President
✓	Sharon Brooker	Vice President
✓	Teri Jaeger	Treasurer
✓	Suzanne Wolfe	Secretary
✓	Gay Dillin	At Large
✓	Diana Fritts	Property Manager, Loudoun Management Associates
	Dave Ciccarelli	President, Loudoun Management Associates

Attendees – Members

Name	Address	Phone	Email Address
Jason & Kate Kress	2118 GWW #300		
Judith Amstutz	11616 ISC #201		
Wilfried Byl	2118 GWW #101		

Call to Order

The meeting was called to order at 6:55 p.m. EDT. Diana arrived a few minutes later.

Order of Business

Teri moved to change the order of business and start with covenants violations; Eric seconded the motion, all approved. Teri also requested that item 3.B. on page 8 of the December packet (“Financial Report – LMA is currently sorting through the documents provided by Riddell and will provide you with the most recent financials as soon as possible”) be removed.

Approval of Minutes

Teri moved (seconded by Eric, approved by all) to approve the 16 October 2008 board meeting minutes with changes. [Change item 3 on the Executive Session – “should be followed up with Diana.”]

Community Member Concerns

Jason Kress came to dispute the letter regarding trash/recycling over Thanksgiving. He said that because he did not recall seeing any notice to not put trash out, that he thought that meant it was okay, and did so. (Discussed in Executive Session.)

Judith came to explain that her dog “Winnie” is very ill, cannot see or hear, and she feels it would be harmful to put the lease on her dog. (Discussed in Executive Session.)

Jason Kress also wanted to discuss the leak in his guest bathroom. Said it is now worse and is in the hallway on ceiling firewall above the stairwell. He said there is also an 8” in diameter spot in the master bedroom that has leaked. He said his gutters are clogged and water runs down the windows. ** Action – ask Maple Leaf to check his area plumbing/stack vent flapper. Have Cutting Edge check attic or roof and do ceiling repair.

Wilfried said Cutting Edge came and took pictures but that he hasn’t heard anything further regarding the balcony at 2118 #101. He said he talked to Laura & Diana. We advised that we are currently trying different protocols for fixing the balconies but have not made a decision yet on which works best, nor why balconies will be next to be repaired. Teri advised that it was most cost effective for Woodwinds to do about 12 balconies every other year.

The Board finished with the Resident’s Forum, at 7:35 p.m.

Financial Report

No report given.

Review of Action Items

See attached Action Items list.

Inter-Meeting Decisions

Window Replacements. Discussion regarding Shamoons’ (11602 WBC) window replacements. Owners at 11614 & 11616 have replaced their windows. Chris Neebles, Jim Murch, & Jackie Bateman are some whose windows have conformed to WWs specifications.

We met at the Shamoons residence prior to the meeting and Eric indicated that the windows that have been installed do not match the rest of Woodwinds. The Shamoons indicate their windows “nearly match” Stephanie’s unit, which were not approved (no approval exists in Woodwinds records) and were done prior to Stephanie buying the unit. The Shamoons changed glass several times over the years with Reston Glass but it did not correct the energy efficiency problem. Lee (Window World) was contacted in July and in September; Window World installed the windows and offered no other color of brown.

Windows may need to be removed to facilitate repair work in the unit below. This would be a good time to replace windows with a configuration that matches the rest of Woodwinds.

Teri indicated that the color is a significantly lighter shade of brown. The vinyl wrapped board is also missing across the dining room window; the 3rd floor bedroom window and dining room window do not match Woodwinds' current configuration. The Board has the responsibility to enforce the architectural standards of Woodwinds and ensure that the appearance of new windows is "as close as possible" to these standards. The Shamoons' windows need to be corrected.

The window frames are vinyl of the wrong color and will void the warranty if the window frames are painted. The panes must be the same on both floors; currently they are not. The current border is approximately three times thicker than what it should be. There is an \$18,000 investment in the windows but the board is willing to work with the Shamoons in replacing the windows. Starting Jan. 22nd, Mrs. Shamoons will be gone to Kuwait for a year.

The Board also discussed whether the board should seek legal counsel regarding this matter. Eric indicated he would review and provide the Board with the history. The Board discussed implications if Reston Association sites the Shamoons for not getting approval for the architectural changes they made.

Signs for Parking Spaces reserved for snow removal. The Board discussed models for signs and methods for installing them at designated parking spaces for snow removal. The Board discussed an education campaign conducted via the newsletter. It was agreed that this would be deferred until a later date, as we need to move forward with addressing the request for reserved parking spaces along Green Watch Way.

Reserved Parking request for GWW. The Board discussed the need for reserved parking spaces along Green Watch Way, whether we should issue new parking tags/stickers, and how that should be enforced, etc. The Board agreed to have 22 additional parking spaces painted as RESERVED for residents who did not already have a carport or reserved space as soon as the weather allows. This action can be delegated to a new Parking Committee for 2009.

2009 Master Calendar for WWs

Sharon will review last year's Woodwinds master calendar and provide one for 2009.

Maintenance – Window Repairs

The Board unanimously approved the repair by of the top section of window by Northern Virginia Roofing at 11616 WBC.

Committees/Presidents Reports

No Committee Reports at this time; no President's Report.

Management Agent Report

Triple AAA Trash & Recycling Contract for 2009 should be in the amount of \$2,587.68; this amount was approved by the Board unanimously.

Dixie Electric. The Board unanimously approved the contract for installation of new fluorescent lamps and other worked totally \$1,400 under contract #CS-1106-11-WLR.

Blade Runners. Teri moved (seconded by Eric unanimously approved) to accept the Blade Runners 3-year contract starting in 2009. Eric will send a signed copy of same to Diana for her records.

2009 Coupon Books. Diana mentioned that some of the 2009 coupon books might be off by \$1.00. She said she would check and let us know. LMA will fix them for free if they are wrong.

Teri is working on the accounting "coding."

Date of Next Meeting

The next Woodwinds Board Meeting will be held on January 15, 2009, at 7:00 pm at the Langston Hughes Middle School (Health Room) in Reston, VA.

Adjournment

The meeting was adjourned at 9:23 pm EST.

ACTION ITEMS

Item No	✓	Action	Assignee
4910 & 5187 (2008)	Admin.	Reports to be produced by LMA (1) listing of owners & tenants; (2) list of leases received * A Current listing to be received in January 2009*	Diana
SEPT '08	Erosion	Need to review new proposal from Genesis. Nikki said if gullies appear, Genesis will have to fix them.	Defer until Feb.
SEPT 4 '08	Elec. (this has been in the loop 2 years now)	Follow-up with Dominion Power, as we did not receive the site maps as promised and identification numbers for our pole lights. * Many lollipop lights are out – call again*	Diana
SEPT 7 '08	Balconies	Follow up on the previous work done by EV Air to see how repairs that were done sometime ago to Andy Palmer's balcony, are holding up.	Diana
Oct '08	Leaks	Follow up repairs to 11616 Windbluff Ct *ONGOING*	Diana
Oct '08	Accounting	Find out status of our 2007 (&Jan 2008) Audit *Tami was to come out*	Diana to call
Oct '08	Leaks	Wilfred Byl needs repairs at 2118 GWW #101; his other unit is 11634 Ivystone Ct. Phone is 860-9065	Diana
Oct '08	Waiting for Snow/Rain	Have meeting with Ron Torkas & John of NVR to discuss Clark unit and see if they can figure out what needs to be done there. Need invoices from Ron to see what's already been done at the Clark residence. Frank Talbert may be able to give opinion – phone 703-928-7133.	Diana
Oct '08	Maint.	Send someone out to WWs to change all batteries in our smoke detectors in all the condo buildings. [This needs to be charged to a condo line item such as lighting supplies] *Did Ron take care of this?*	Diana
Oct '08	Legal	Contact Pia about inspecting units that are on the market	Diana
Oct '08	Admin.	See about multi-year contracts with gas company and other utilities *Waiting for reply*	Diana
Dec '08	Admin.	Washington Gas to do inspection – contact unit owners; Teri to draft letter for Diana	Diana
Dec '08	Maint.	Will call to see if anything new in recycling procedures or requirements. Also see if we can get bins	Suzanne
Dec '08	Admin	Teri requested we have LMA send statement of account to all WWs residents by Jan. 15 th , 2009 advising them of their current status/balance, in hopes of improving our Aging Accounts.	Diana

Item No	✓	Action	Assignee
Dec '08	Admin	Master Calendar of WWs events for 2009	Sharon
Dec '08	Admin	Eric to provide the Board with the history of the request for new windows at the Shamoons.	Eric