
WOODWINDS COUNCIL OF CO-OWNERS BOARD MEETING
MINUTES

Date: Tuesday, December 17, 2013

Location: 11604 Ivystone Court, Reston, VA 20191

Attendees – Board members, Management

▪	Name	Position
	Eric Orr	President
×	Patrick Shagena	Vice President
×	Teri Jaeger	Treasurer
×	Gavin Wright	Secretary
	Diane Morris	At Large
	Diana Fritts	Property Manager, Horizon Community Services

E-mail approved board votes prior to the month meeting

Approved by all via email Nov 6:

Approve proposal from Diversified Contractors, LLC for \$23,815 for Landscaping and Planting work to be completed at Woodwinds Fall 2013.

Approved by all via email Nov 9:

Approve proposal from M&WR Cleaning Contractors for janitorial services 2014 thru 2016, at \$14,955 per year. Window cleaning for \$55 per entrance, upon request. Carpet cleaning for \$68 per entrance, upon request.

Approved by all via email Nov 25 & 26:

Completion of drainage work being done by Smart Ideas under Estimate #396.

(Smart Idea's proposal for a total of \$109,340 worth of drainage work was approved in March, with the provision that "half or slightly more" would be completed in 2013, and the remainder of the work be completed in 2014. Now approving completion of all work in 2013.)

Meeting called to order by Teri at 6:12 p.m.

Approval of Minutes

October and November minutes presented. Edits needs to be made before posting to the Woodwinds site. Teri motioned to approve, Patrick second. Passed unanimously.

Report of Officers

President's Report

No Report

Treasure's Report

No Report

Manager's Report

Teri speaking for Diana

Ellen Bernard could not attend December meeting. She will be attending January meeting.

Potomac Dryer Vent Cleaning. They will be completed before the end of Christmas.

Kate Davidson was planning to meet on the property with Thrive and Diversified to develop a punch list for missing items.

Old Business

None.

New Business

Late Fee Change. Motion to change late fee to \$10 and that the Association will absorb the legal fee for when accounts are moved from Horizon to legal. Teri motioned, Patrick seconded. Passed unanimously.

Painting white PVC downspouts. Board will looking into painting the PVC downspouts.

Hand rail at 2122 GWW. The hand rail needs to be replaced. Board will investigate solutions.

Common closets and keys. The board needs to look at which keys open which closets in all buildings. Additionally, the board needs to start thinking of solutions to consolidate closets.

Executive Session

No executive session.

Adjournment

Concluded at 7:05 p.m.

Date of Next Meeting

The next Woodwinds Board Meeting will be held Thursday, December 17 at 7 p.m. at Teri's residence.