
WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, February 19, 2015

Location: 11604 Ivystone Court, Reston, VA 20191

Attendees – Board members, Management, Community

•	Name	Position
X	Eric Orr	President
X	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
X	Gavin Wright	Secretary
X	Diane Morris	At Large
X	Steve Ludden	Asst. Property Manager, Horizon Community Services

Board votes approved unanimously via email prior to the month meeting

None.

Meeting called to order by Eric Orr at 7:02 p.m.

Approval of Minutes

Eric Orr moved to approve January meeting minutes as amended; Diane seconded. All approved.

October meeting minutes will be approved via e-mail. Gavin will send out to everyone for approval.

Report of Officers

President's Report

No report.

Treasure's Report

- Needs to meet with Edward Jones regarding an account review. WW is over the FDIC insured amount on one of the accounts. Board needs to look to add an additional account.
- Income/Expense Statement
 - \$250 move-in fee is present. WWT does not have move-in fees. Steve will speak with Dave.
 - Grounds Contract. The month to date actual is not correct. Steve will find the mistake and fix it.
 - Garden Style Expenses. Natural Gas is showing a negative amount. Steve will look into the issue.
 - Reserves Contribution. YTD does not equal YTD budget, which means there's a mistake. Steve will look into it.
- Invoices for 2014.
 - Teri needs an updated "end of year" Dec. 31, 2014 Income and Expense statement.
 - And "end of year" General Ledger.

Manager's Report

No report.

Community Concerns

None.

Old Business

- Gutter cleaning contracts. Nothing done since October meeting. Horizon (Steve) will look into getting a new gutter cleaning contract in place for cleanings for 4-5 times per year. Steve will get bids from 3 different people.
- Horizon to obtain quotes for exterior painting and repair. Excluding carports and "front grill work over garden style condos". All exterior painting and repair for all 11 buildings.
- Eric will draft a letter to John Thompson regarding covering his company car.
- Suzanne Gilbert, \$1500. Matter has been settled with Suzanne Gilbert accepting the \$1,500 payment for leak damage.
- Burst pipe issue in Windbluff Court 11608-11610. Pipe had a current running through it which caused it to deteriorate over time. Grounding rods were installed to bring down the amperage in the pipe below 1.0. Amperage was brought down to 0.5-0.9 amps, which allowed the work to be completed.

- Letter to D'Orsay stating that she needs to let the Woodwinds contractor complete the paid for work. Eric will put it on letterhead and Steve will send it out.

New Business

- Plantings ripped out by Dominion Power. Katie Davidson contacted Horizon and told them the person Horizon needs to contact to get reimbursement from Dominion Power.
- Eric will get a proposal from Kate to do work in front of 11606-11616 Windbluff Court due to the recent pipe repairs.
- Teri proposes we get a proposal from Dixie for a once per month review of all lights on the property.
- 2102 GWW, 300-level light is out on Tuesday. Horizon will check into it.
- 2104 #201 has an exterior antenna. Steve will send a letter.

Action Items

- Richard Harrison power issue. Closed.
- Bids for painting and repair. Horizon will get quotes.
- Fix stones on walkway between 11646 ISC and 11644 ISC. Still needs to be done. Katie Davidson knows where to get the stones. Will be changed to "open" and will be addressed...
- Estimate for drainage grading at 11606 WBC. Horizon instructed Kate to move forward with the work. Horizon will confirm this was completed.
- Dominion Lights out. Teri will do an afterhours walk of all lights and send them to Steve.
- Kidco sink hole. Resolved.
- GWW VA Dominion Holes between 2114 and 2122. Horizon will contact them.
- Chimney Inspection letter. Horizon waiting to hear back from Potomac.
- Develop Calendar. Horizon was given "input" from the board at this meeting. Horizon will put it together.
- E-mail community Plat to board. Done.
- E-mail disclosure packet to the board. Done.
- 11614 #300. Steel door needs replacing. Done.
- 11614 #300. Cutting Edge reimbursement check received. Done.
- Linda Liner door approval. Horizon completed.
- Repaint handicap spot in front of 2122 GWW.

Executive Session

Started at 8:12 p.m.

1. 2108 GWW #101 intends to surrender the property. Can the board get a status on when the property will be sold, or when the property owner will leave? The Board needs an overall status.
2. Resident at 2118 GWW, Unit 101 and 11634 ISC. Is currently delinquent, but is now refusing to pay his dues because of an existing issue regarding flooring and his leak. Board needs to discuss via e-mail an appropriate action.

Ended at 8:30 p.m.

Adjournment

Concluded at 8:46 p.m.

Date of Next Meeting

The March meeting will be Thursday, March 19 at 7 p.m. Location TBD.