

WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, December 17, 2015

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

Attendees – Board members, Management, Community, Vendors

Ü	Name	Position
X	Eric Orr	President
X	Patrick Shagena	Vice President
X	Teri Jaeger	Treasurer
X	Gavin Wright	Secretary
	Vacant	At Large
X	Dave Cicciarelli	Horizon Community Services

Board votes approved unanimously via email prior to the month meeting

- On December 6, vote to approve ECO Northern Virginia Insulation proposal to upgrade insulation in all units, that have attics, to US Department of Energy standard of R-49 in the amount of \$95,810.

Meeting called to order by Eric Orr at 7:03 p.m.

Approval of Minutes

Eric motioned to approve November meeting minutes as presented, Teri second.
All approve.

Report of Officers

President's Report

No report.

Treasure's Report

Income/Expense Statement

- Over budget on miscellaneous admin. That's because we hired a company to expedite the VA HOA approval.

- Fed/State Taxes. Off because auditor estimate is different than actual.
- Lighting Supplies Labor. Is over budget due to the new Dixie lighting contract.
- Snow. Over due to excessive snow in January and February.
- Chimney Cleaning. Over, but dryer vent cleaning is in this section and needs to be allocated to dryer vent cleaning.

Bank Statement

- Payment of \$450 to Sentry. Need explanation from HCS.
- Payments to Westerly HOA. Need an explanation from HCS.

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- Under reserves there's 2 things for "Wrong Account" and it's a credit. Need explanation from HCS on why. We just need a reason for the "oddities" that we see.

Manager's Report

No report.

Old Business

- Attic Insulation Project.
 - 43 of the 62 units have scheduled appointments. Eric is asking HCS to contact the remaining missing units to get scheduled. Or find a way to the association to force their way into units for the project to be completed.
 - ECO is inspecting attics while blowing insulation.
 - Some units have insulation, but those owners are aware that ECO still needs to inspect those attics.
 - Gay Bridges attic hatch. HCS will get an update on the status of their current hatch.
- Gutter cleaning. 11616 WBC rear gutter didn't get cleaned, it's a double gutter. Need to make sure the 3 cleanings in 2016 that we have that one rear gutter. It's the only building that has a rear gutter.

New Business

- Eric motions to accept a bid from The Foundation Expert for water proofing/drainage installation at 11642 and 11644 Ivystone Court for \$15,785. Teri second. All approve.
- HCS will send the board the painting contract proposal from Advantec for an e-mail vote later this month.
- 2102 GWW #301 needs new cable run by Comcast. Board informs HCS to coordinate access for the units to #101 and #201.
- HCS transfer of contract to Sentry Management. Board will discuss and

make a decision before the next board meeting.

- Does the board have the ability to heat units at 2108 GWW #101, 11610 ISC. HCS will look into the ability of the board to force units to heat so that pipes don't burst.
- Repair of wall at 11608 ISC to 11610 ISC. HCS will tell 11608 that the plan is to grind the stump at 11608 ISC, then repair the wall.
- Kiddco needs to come out and do preventive maintenance on the boilers. HCS will contact Kiddco and coordinate the maintenance.

Action Items

- 13332 - Boiler State Inspection. Completed. Needs to be completed and certified every 2 years. Currently waiting for certificates.
- 13333 - Matilda Lawrence. Contract has been awarded to Foundation Expert.
- 13334 - 11642 leak issue. Cutting Edge still needs to come out and inspect and attempt to stop the leak. Or identify the source and if it's the unit owners responsibility.
- 13493 - Dryer vent cleaning and covers. HCS is still coordinating to get a bid for cleaning and putting new covers on.
- 13503 - Dominion Lights. Still need to figure out the credit for the missing light.
- 13509 - Dixie. Adding hall fixtures to the monthly inspection of lights. HCS will look into it.

Executive Session

No executive session.

Adjournment

Eric motions to adjourn at 9:12 p.m. Teri second, all approve.

Date of Next Meeting

The next meeting is on Thursday, January 21, 2016 at 2102 Green Watch Way, Unit 300.