

**WOODWINDS COUNCIL OF CO-OWNERS  
BOARD MEETING MINUTES****Date:** Thursday, 18 January 2018**Location:** 2102 Green Watch Way Unit 300, Reston, VA 20191**ATTENDEES**

<input checked="" type="checkbox"/>	<b>Name</b>	<b>Position</b>
✓	Eric Orr	President
	Vacant	Vice President
✓	Teri Jaeger	Treasurer
✓	Kathy Ko	Secretary
	Peter Sarandinaki	At Large
✓	Diana Fritts	SCS Property Manager

**Meeting called to order** by Eric at 7:01 pm**Votes approved via email prior to January meeting:****Acceptance of Minutes:****Member Forum:** None**Report of Officers****President's Report:** None**Treasure's Report:****Balance Sheet – Delinquent Accounts**

Upon review of the delinquent accounts report listed on December 2017 Financial Report prepared by SCS, Teri observed that there are only 3 accounts that are with the attorney for collections and there are at least 10 more accounts that meet the legal requirement to be followed up with the attorney for legal action.

All delinquent accounts past 90 days should be sent to legal department.

Requested that Diana follow up with Board by the next meeting on each of the identified accounts, and notification to the board that they are being forwarded to the attorney, OR explanation (by individual account) of why they have not been forwarded to the attorney.

### Balance Sheet – Repair & Replacement Reserves

In reviewing the accrued R&R Reserve ending balance of \$945,926.05 as of December 31, 2017. According to the most recent Reserve Study conducted in October 2017, the Association should begin FY18 with \$787,851. Therefore based on the ending balance, the association's R&R reserve balance is sound.

### Income Statement – Budget / Charge Code

Teri reviewed the Income Statement Report with the GL accounts that had significant variances and noted that some of the expenses have been coded on wrong GL accounts. Teri will notify SCS to make corrections.

Treasurer reports that in conclusion, Woodwinds anticipates coming in under budget for FY 2017. For final confirmation, we'd need to wait for the audited financials.

### **Action Items:**

#### Existing Action Items:

- Quorum: Reviewed the petition prepared by Mercer Trigiani for the annual meeting quorum to be lowered to 10%

**VOTE:** Teri moved to have this petition signed by Eric, notarized and submitted to court. Eric Second. All in favor; Approved.

- Board needs to begin planning to review current bylaws and regulations to start planning to prepare new documents.
- Verizon representatives came to examine 3 stacks of units at 2104 GWW to further determine installation plan for garden style condos. Currently Verizon is preparing a more detailed installation plan to present to the board so that the board can review before making the final decision to bring FiOs to Woodwinds.

#### New Action Items:

- Fireplace inspections needs to be scheduled

- Follow up with Fairfax Connector about moving the current bus stop on South Lakes entrance.
- Diana follow up with generating a “ NO TRESPASSING” sign and follow up with cost on time locks for XXXX Ivy Stone building.

**Executive Session:** Executive session 7:45PM - 7:50 PM

**DECISION:**

Board made a decision to write off unpaid assessments for prior owner of 11632 Ivystone Court, Reston, VA 20191, based on in ability to collect assessments post death.

Pursuing lien on 11601 Windbluff Court, Reston, Va 20191 on unpaid assessments.

**Adjournment:** Meeting adjourned at 7:51 pm.

**Date of Next Meeting:** The next Woodwinds Board Meeting will be held Thursday, February 15<sup>th</sup>, 2018 at Teri's residence.