

WOODWINDS COUNCIL OF CO-OWNERS  
BOARD MEETING MINUTES

**Date:** Wednesday, January 21, 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
X	Dave Cicciarelli	Horizon Community Services
X	Resident	Owner 2104 Green Watch Way, Unit 201

**Board votes approved unanimously via email prior to the month meeting**

November 20 the board voted unanimously, via email, to approve a payment plan of \$1,000 per month, inclusive of regular monthly fee, by 2112 Green Watch Way #101, to address delinquency. Board adds further requirement that the \$1,000 per month be paid by preauthorized bank draft.

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

**Approval of Minutes**

Eric Orr moved to accept November meeting minutes; Teri seconded. All approved.

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

**Report of Officers**

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### President's Report

No report.

### Treasure's Report

- Trying to break down “General Maintenance” a little more so there’s better visibility into what’s being done. Teri is working with Horizon to get it completed.
- Horizon is doing full review of all association budgets.
- \$19k under budget for 2014.
- Water/Sewer came close to \$59k (budget was \$52k). We budgeted \$56,500 for 2015.
- Over in snow removal by \$6k-\$7k, about 33% over budget.

### Manager's Report

No report.

### **Community Concerns**

#### Leslie E.

- Community Website set-up
  - \$300 Setup and \$45/month to maintain
  - Gavin will send an email to Travis (with a CC to Leslie) so Leslie can take the Woodwinds site off his hands.
- Leslie’s mother is willing to walk the property and put together a bylaw violation list.
  - Eric will put together a list of “enforceable covenants” and send to the board for review. Board will then send to Leslie.
  - Eric will also send a spreadsheet of all the Units to Leslie.
- When will dryer vents be cleaned?
  - Steve will schedule vent cleanings.
  - Steve will schedule chimney inspection.

### **Old Business**

- 11614 ISC, Unit 300. Replacement door for the patio door.
  - Richard Harrison is in contact with Horizon and is happy with the current status
- 11614 ISC, Unit 300. Frozen condensation line.
  - Steve is talking to Cutting Edge to get payment for the excessive use of the heater that was installed at cost of the resident.
- 2108 GWW, Unit 201.
  - Cutting Edge said they will take care of the front trim piece. Per Teri, nothing has been done.

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- Action Item Database with Horizon
  - [www.horizoncommunityservices.com](http://www.horizoncommunityservices.com)
- Lollipop lights in GWW
  - Horizon will contact Dominion regarding what's going on.
- Pia is reviewing the letter to D'Orsay.
  - Should get feedback soon.

## New Business

- Calendar Creation
  - Teri has it started. Diane will volunteer to get a draft together for the board to review at the February meeting.
- Windbluff Court Pipe Burst
  - Kiddco came to fix the broken water pipe. Every time Kiddco touches the pipe there's an electrical shock. Kiddco is digging up all pipe that is degraded, and replacing it. Dixie is trying to find the electrical issue, but it can be anywhere, but Dixie is looking to run a ground rod to fix the issue. Overall the cost of the project is going to be \$5k-\$20k, but we're still waiting on estimates from Dixie and Kiddco. Board considering making an insurance claim depending on cost estimate.
- FHA Qualification Status
  - Per Horizon, "In the works". Land plat in Gary's (subcontractor) hands, Horizon has a copy of it on CD now. Woodwinds needs to increase insurance.
  - Horizon will send a copy of the CD to the board.
  - Horizon will send the packet to the board.
  - Horizon will add the FHA approval to the calendar.
- Hazard Insurance
  - Horizon does have a process and it's been explained to the board.
  - Board will direct any member to Horizon.
- Disclosure Packet
  - Horizon will send it to Eric to get it updated.
- Linda Liner's doors.
  - Front Door is to be painted Hunter Green.
  - Eric move to approve the application for storm door and front door. Patrick second. All board members approve.
  - Horizon will forward Eric the window/door application form for review.
- Storm Door discussion.
  - Teri wants to have a "standard" or acceptable "storm door".
- M&W Trash Removal
  - Horrible job recently. Teri and Gavin want a face-to-face with M&W.
- Parking.

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- Eric is going to order new decals for 2015-2016. Gavin volunteer to help in enforcement.
- Guest Pass - Gavin will send everyone the PDF of the Parking Pass.
- Dog Poop issue. Board will need to explore options.
- Eric will contact Lisa at 11614 ISC, Unit 301 regarding her recent complaints.

### **Executive Session**

None

### **Adjournment**

Concluded at 8:57 p.m.

### **Date of Next Meeting**

The February meeting will be Thursday, February 19 at 7 p.m. Location 11604 Ivystone Court.