

WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES

Date: Thursday, May 21, 2015

Location: 2102 Green Watch Way, Unit 300, 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
	Diane Morris	At Large
X	Steve Ludden	Property Manager, Horizon Community Services
X	Leslie F.	Owner 2104 Green Watch Way, Unit 201

Board votes approved unanimously via email prior to the month meeting

None.

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

Approval of Minutes

Eric Orr moved to approve April 2015 meeting minutes as amended; Patrick seconded. All approved.

Report of Officers

President's Report

No report.

Treasure's Report

- Need explanation of the \$4k invoice and payment to Diversified. Horizon will look into it.
- Overall in good standing, even with the recent emergency pipe repairs at Windbluff Court.

- Need to be prepared for going over budget on snow removal this year because we're already over budget for the year.

Manager's Report

None

Community Concerns

Leslie F., Owner 2104 Green Watch Way, Unit 201

- Leslie is looking to create a new Google Group for the community and for the board. She has approval to move forward and present to the board at the next meeting.
- Newsletter. Goal is to produce it quarterly. New Web site information on summer letter.
- Covenants Violations. Leslie will send the report to the board and copy the Horizon.
- Algae growing on garden style home walls. What can be done to remove it? Steve will look into green cleaners. Resident will discuss with other residents in her "stack" and talk to the board again at the next meeting.

Old Business

- VA Dominion Power handling of new transformer on South Lakes Drive. Eric reached out to VA Dominion Power, VP of Customer Service. Eric talked to VA Dominion Power about the 4 major issues. Eric will be following up with Dominion regarding these issues, listed below:
 - Establish immediate communications with Woodwinds.
 - Provide a plat map to Woodwinds.
 - Reimburse for destroyed trees.
 - Remove all debris from the work site (which has already been completed).
- E-mail addresses. Need boiler plate language on our Web site that releases the association from liability by contacting residents via e-mail.
- Town home attic insulation. Horizon will get a professional to take a look at a select residents' townhome to see if it is up to code and what it would take to get it up to code.

New Business

- No Mercer Trig report in the Management Report. Horizon will include it next time.
- Horizon will coordinate carpet cleaning and window cleaning to be completed by MWR per our contract. \$1,156 for carpet cleaning, \$935 window cleaning.

- Window replacement request. Horizon will forward new ones to the board for review.
- Horizon will coordinate the inspection of fire extinguishers. Per contract to be performed by Cintas.
- Change batteries in smoke alarms. Horizon will coordinate someone to do it.
- Inspect hot water boilers and make minor repairs. Horizon will coordinate.
- Horizon will include the calendar to the board on the next board packet.
- Horizon will send Eric the current Blade Runners contract.
- Horizon will mail out remaining parking decals to residents that Eric was not able to deliver by hand.
- Gas Access at 2114 GWW, #101. Horizon will request a map from the gas company.
- Water “leak” at 11612 ISC #101, water has not leaked into the condo yet. Resident needs to talk to the landlord.

Action Items

- Painting. 3 proposals are in the packet. Board will get additional clarification on proposals before proceeding.
- Hole on Green Watch Way. Davidson is going to provide a quote to “re-sod” the area.
- Gutter Cleaning Quotes. Teri moves to approve proposal from Northern Virginia Roofing for \$1,986.00 and request property management discuss an upcharge to clear the roofs and carports. If total is below \$3,000.00 to move forward. Patrick second. All approve.

Executive Session

None.

Adjournment

Concluded at 9:16 p.m.

Date of Next Meeting

The next meeting will be Thursday, June 18 at 7 p.m. Location is 2102 Green Watch Way, Unit 300, Reston, VA 20191.