

**WOODWINDS COUNCIL OF CO-OWNERS
SPECIAL BOARD MEETING MINUTES****Annual Meeting of Co-Owners****Date:** Tuesday, December 8, 2020, 7 P.M.**Location:** Virtual meeting via Zoom**ATTENDEES**

	Name	Position
✓	Eric Orr	President
✓	Peter Sarandinaki	Vice President
✓	Teri Jaeger	Treasurer
	vacant	Secretary
✓	Sydney Hannah-Holliday	At Large
✓	Diana Fritts	SCS Property Manager
✓	Residents (18)	

Meeting called to order by Eric at 7:01 pm**Votes approved via email prior to meeting:** None**Acceptance of Minutes:** Diana read aloud the minutes from the 2019 WWCC Annual Meeting, held November 19, 2019. Diana moved for acceptance of the minutes; Sydney provided second. Motion carried with all board members in favor.**Report of Officers****President's Report:** Eric provided summary of projects in progress. Power washing project put on hold, will resume to complete in higher reaching areas when weather permits in Spring;

Fairfax County easement for bus shelter, to make traffic easier to see coming from South Lakes; Replacement of Federal Pacific breaker boxes, update needed from Fairfax County; March, FiOS infrastructure project is completed and services are available to residents; Converting community lights to LED project started in April; several tree trimming and removal projects have occurred; Garden entryways inspected in May and four doors were identified for replacement where door frames were deteriorated; carport roof cleaning occurred in June; and concrete stoops repaired on several townhomes – making entry/exit safer for residents and guests. .

Treasure's Report: Teri presented YTD finances and budget for 2021; announced that there will be no fee increase for 2021 over 2020, due to the recent 10-year history of WWCC budgets which have consistently come in underbudget. 2021 Budget and Fees documentation will be posted to the WWCC website for all residents to review.

Vote:

- Electronic vote posed to residents for posting Sydney Hannah Holliday(previously appointed, August 2020) to the board with a 3 year term. Votes calculated by Diana (property manager). Passed with majority of interest.

Member Forum:

- Is gas utility available to condominiums? Likely if a resident in a “stack” has it. Availability varies throughout the community. Residents should also consider costs of appliances e.g., gas furnace.
- What are costs to replace breaker boxes in units, and can residents seek contract together to reduce costs? – Most recent per-unit cost was ~\$2000. No fires have been reported in the community as a result of a poorly functioning box. Several residents expressed interest in a group contract if that would offset costs.
- What about lights that are out that have been reported to property manager? – Community lights (on light poles) that are out will likely be replaced in LED project. Any interior lights should be reported to Diana.
- Will trees be planted behind 11616 ISC to replace trees were removed over past 3 years, one removed as recently as November 2020? – The board has been advised that the community should wait 3-5 years before replanting trees in order for the ground to recover from the rotting roots.
- Behind 11614 ISC bed beneath trail washed away and stones are disheveled, will it be replaced? What about the stone patio common area which had also been maintained but is now also disheveled? What can be done to maintain grass in front of 11614 ISC and deter smell of animal excrement for garden unit residents? – Diana advised that these items should be discussed in board meeting for Spring '21 landscape planning.
- What about fireplace inspections for townhomes – are these still occurring? This service has been delayed due to COVID 19.

- Is there a roof leak at 11614 ISC? Resident reports having ceiling work done several times to address staining? Requesting additional investigation for root cause.
- What is wrong with the waste management vendor (American Disposal Services), how are we holding them accountable for missed collections? Will residents be notified that collection is not occurring? – Due to COVID 19 and quarantine, waste management companies throughout NOVA are collecting more trash, which demands more trips to the dump. As such, crews have not been able to make it to Woodwinds before the close of the workday (6pm). When residents see that trash has not been collected, they should collect their items and take them back inside. Residents should not expect collection to occur the next day as that is not consistently the practice of the vendor.

Action Items

New Action Items:

Board to vote on role of board member, Sydney Hannah-Holiday.

Diana and resident at 11600 to follow up with next steps to address water intrusion. Eric to be included as discussions go forward.

Adjournment: Meeting adjourned at 8:40 P.M.