

**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES****Date:** Thursday, January 21, 2021, 4:30pm**Location:** Virtual meeting via GoToMeeting**ATTENDEES**

	Name	Position
✓	Eric Orr	President
✓	Peter Sarandinaki	Vice President
✓	Teri Jaeger	Treasurer
✓	Sydney Hannah-Holliday	Secretary
✓	Diana Fritts	SCS Property Manager
	<i>vacant</i>	Member At Large
	<i>Resident [Attendee x]</i>	Resident

Meeting called to order by Eric at 4:34 p.m.**Votes approved via email prior to meeting:**

- eVote on 12/9/2020: Teri called for voting on the slate of board officers: Eric Orr, President; Peter Sarandinaki, Vice President; Teri Jaeger, Treasurer; and Sydney Hannah-Holliday, Secretary. All votes in favor.
- eVote on 12/9/2020: Teri called for voting to approve the 2021 budget and fees. All votes in favor.
- eVote on 12/12/2020: Teri called for voting to approve landscaping proposal from BladeRunners for work at 2116 GWW: replacing ornamental shrubbery for \$1,675.62; and watering and fertilization for \$750. All votes in favor.
- eVote on 12/17/2020: Teri called for a vote to approve retaining wall behind carports across from 2100-2110 GWW for \$10,821. All votes in favor.

Ratified, board all in favor.

Acceptance of Minutes: Two documents were sent via email for the board to review:
November 2020 Board Meeting Minutes

December 2020 Special Meeting (Annual Meeting of Co-Owners) Minutes.

Teri Jaeger made a motion to approve. Diana provided second. All in favor.

Residents Forum:

- N/A

Report of Officers

President's Report: None

Treasure's Report: None.

Action Items:

Existing Action Items:

- Update on 11600 ISC Water Intrusion from Diana
 - Water test scheduled for 11604 ISC on 1/22/2021
 - 11602 ISC, water testing already concluded where doors were determined to be the root cause and door replacement is scheduled.
- Retaining Wall Project along GWW
 - This project has begun. Terry (Blade Runners) appears to be behind schedule as work has not progressed according to the schedule shared with the Board
 - Parking notices have been posted to residents using the carports
 - Diana will follow up with Terry for an updated schedule
- Dominion LED Light Fixtures Project
 - Eric received an update from Eric Dempsey at Dominion stating that all LED lights are in stock and now waiting for remaining hardware. Installation project will begin once all hardware is received. Hard date, TBD
- Doors
 - Raun has asked that the doors be installed in the next two weeks (from Tuesday 1/19).
 - Board reviewed images of doors with continuous hinge and agreed that it would be sufficient.

- Board is still concerned about the actual doors and the frames around the doors. Diana to confirm if the new door at 2108 GWW continues to be used. This is not desired as the door and frame are not of the community aesthetic. Diana will provide follow-up.

New Action Items:

- Teri to prepare a revised proposal for transfer of funds to new financial products with Edward Jones and present to board.
- Landscaping- Board discussed the various landscaping concerns raised during annual meeting
 - Wood chips: Ask BladeRunners to replace wood chips in the various wood chipped areas at the same time that mulching is done. This work needs to be done properly, that is, to remove old wood chips before application. Also, mulching should be done in a way that is tidy and visually appealing. It has been noted that previous mulching has been haphazard.
 - Diana will request a meeting for available Board members to walk with Terry (Bladrunners) throughout community and address problem areas
 - 11614 ISC front lawn
 - 2100 GWW back, side and corner
 - 11620 ISC , front, along side and behind
 - 11618 ISC, behind building in shaded areas
- Bench between 1168 and 11620, needs refurbishing as noted by Peter.
 - Diana proposed a “non-maintenance” bench, which looks like wood and is made of vinyl. Diana will share examples with the board.
- Driveway maintenance, Sealing:
 - Peter suggested that the community is due for crack sealing and repainting of lines, according to the schedule of work.
 - Teri noted that appropriate cleaning would be needed first, especially the area affected by the current retaining wall project.
 - Diana will get WWCC on the books with Finley to seal cracks, seal-coat, and paint lines - and will also seek professional guidance regarding the cleaning
- Parking Decals: Eric will order permits for 21-22 years and distribute
- Rubber stair treads going down to Garden units seem to be very dirty- Teri would like a proposal for the cleaning company to clean the treads on all the steps. Sydney also noted dirty treads even after the carpet is cleaned. Money is allocated to “Stairwell maintenance”. Diana will request a proposal.
- Exterior Maintenance throughout community

- 11618 ISC front balcony needs painting? Photos supplied by Sydney via email indicate noticeable fading. Diana to provide update as this was called in to Cutting Edge in November
- Is this also an issue at the front balcony at GWW (2120 or 2118, Teri will confirm)
- Teri proposes reviewing the reserve study for painting and exterior maintenance items have been skipped and should be revisited. Teri will prepare a list for the Board to review, before the next meeting.

Executive Session:

- None

Date of Next Meeting: The next Woodwinds Board Meeting will be held via GoToMeeting, at 4:30p.m., Thursday, February 18th, 2021.

Adjournment: Meeting adjourned at 5:32 p.m.