

**WOODWINDS COUNCIL OF CO-OWNERS  
BOARD MEETING MINUTES****Date:** Thursday, May 20, 2021**Location:** Virtual meeting via Zoom**ATTENDEES**

	Name	Position
✓	Eric Orr	President
✓	Peter Sarandinaki	Vice President
✓	Teri Jaeger	Treasurer
✓	Sydney Hannah-Holliday	Secretary
	Vacant	At Large
✓	Diana Fritts	SCS Property Manager
	Resident Attendee 1	Resident
	Resident Attendee 2	Resident

**Meeting called to order** by Eric at 5:35 p.m.**Votes approved via email prior to meeting:**

- eVote on 4/26/2021 to replace the two water heaters at 11618 ISC, and make associated pipe repairs, for \$29,300. Board approved, unanimously. Teri moved to approve this reserve expenditure, Eric second. All in favor.

**Acceptance of Minutes:** April 2021 minutes circulated via email. No edits were received. Eric moved to accept the April minutes. Teri second. All in favor.

**Residents Forum:** N/A

### **Report of Officers**

**President's Report:** None

**Treasurer's Report:** No report submitted. Teri discussed the status of budget and spending. Also discussed proposals for unappropriated members equity as recommended by audit.

### **Action Items:**

#### **Existing Action Items:**

- Dead tree removal - Four dead trees currently standing and presenting immediate danger at the following locations: 11612 Windbluff, 11608 Windbluff, Soapstone/SouthLakes , 11616 Windbluff. Teri moved that we accept Blade Runners' proposal to remove the 4 dead trees, at the cost of \$7,640. Sydney second. All in favor.
- Pavilion repair and pressure washing - Teri moved to accept the proposal from Cutting Edge to pressure wash the pavilion, repair post caps and repair bench as reserve expense of \$5,000. Eric second. All in favor.
- Light replacement and removal project - Eric moved to accept the proposal from Dixie Electric to replace the private pole light heads with new arms and fixtures at a cost of \$9,435.00 as a reserve expense. Peter Second. All in favor.
- Spring Walkthrough and Landscape Improvements - Teri moved to accept proposed items numbered 1 through 11, and 13 through 17 of the Blade Runners proposal at a total cost of \$34,800.13; and to vote again on the watering contract (item 18) when cost is provided Eric second. All in favor.
  - Diana will request a new contract to include watering service
  - This proposal includes solutioning to persistent landscaping issues throughout the community
- Benches - Eric will consult with a vendor for the PVC benches.
  - Board agreed on style similar to the Burke 6ft Recycled Plastic Bench, which Eric shared via email
  - Teri will consult with Friends of RA for spec of benches recently installed
- Parking Decals - Eric ordered new decals for the next two years. Not yet received.

- Revised proposal from Finley Asphalt - Board is still waiting on a revised proposal for cleaning and maintenance work based upon the April 19th, in-person meeting with the Board. Diana will follow-up with Ryan.

**New Action Items:**

- Security Concern: Residents have reported seeing a group (three people) observing and walking the community and asking residents for money. Board discussed potential immediate actions. Fairfax Co. Police Dept. have been alerted and additional patrols have been requested. A newsletter will be distributed soon with reminders for residents to remain vigilant.
- Photo sensors on various lights are not working. They are covered by shrubbery. BladeRunners, has been informed and will trim back in all areas so that lights and sensors can function properly.
- Birds entering several dryer vents at 11618 ISC. Diana will seek Cutting Edge to schedule dryer vent cleaning and guards to go up on the vents throughout the community.
- Diana will request a proposal for the evaluation of 17 front balconies on garden buildings. Looking for balconies in need of painting and/or repair.

**Executive Session:**

- None

**Date of Next Meeting:** The next Woodwinds Board Meeting will be held via Zoom, at 4:30 p.m., Thursday June 17, 2021.

**Adjournment:** Meeting adjourned at 7:10p.m.