

**WOODWINDS COUNCIL OF CO-OWNERS
CONDOMINIUM ASSOCIATION
Landscaping Committee**

Guidelines

The Woodwinds Landscaping Committee shall be composed of two or more persons based on the purpose of the committee, its responsibilities, and workload. One of the members shall serve as chairperson.

Each member of the Landscaping Committee shall be an association member. One or more members of the board of directors may be appointed to serve on a committee.

The chairperson and other members of the Landscaping Committee shall be nominated by the association president and approved by the board of directors to serve at the pleasure of the board of directors for a period of one year or until the annual meeting, whichever occurs first.

A removal action shall require a majority vote of the board at a board meeting at which a quorum is present.

Operation

The Landscaping Committee shall meet at the call of the chairperson who shall preside at the meetings and present the reports of the committee to the board of directors. The Landscaping Committee chairperson or a representative from the committee shall attend all regular meetings of the board of directors.

The Landscaping Committee members shall elect a vice-chairperson who shall act in the absence of and with the powers of the chairperson.

A quorum for the conduct of Landscaping Committee business shall consist of a majority of the members of the committee.

Each member of the Landscaping Committee, including the chairperson, shall have one vote; and affirmative vote of a quorum shall constitute a decision of the committee.

The Landscaping Committee shall maintain minutes of its meetings and maintain adequate records of its activities, reports, expenditures, etc. Minutes of all committee meetings will be submitted to the board of directors within two weeks after the meeting.

The Landscaping Committee shall submit copies of all proposals to the board for approval. If association funds are needed to carry out approved proposals, a list of items and their approximate cost shall be submitted with the proposal.

The Landscaping Committee shall establish such procedures for the administration of its functions as it deems necessary, subject to the approval of the board.

Goal

Assist and advise the board of directors about maintaining and improving the physical environment of the community and make recommendations for long-term maintenance and improvement needs or projects.

Landscaping Committee Responsibilities

- Inspect the grounds for maintenance deficiencies and needed repairs; recommend improvements to be made in the landscaping and general appearance of the common areas. (Include specific issues such as erosion and maintenance of shaded areas.)
- Develop a grounds maintenance program which includes maintenance tasks and their frequency; coordinate with the board so that the efforts of this committee and of contracted grounds maintenance service providers can be synchronized.
- Prepare a budget for landscaping where necessary
- Inform owners of opportunities to participate in landscaping projects
- Prepare bid specifications for landscaping and grounds maintenance contracts and assist in the evaluation of contracts, making recommendations to the board for such contracts.

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Tasks

1. Inspect the entire Woodwinds property and document grounds-related issues that need to be addressed.
2. Develop a comprehensive plan for addressing identified issues as well as aesthetic enhancements for the entire Woodwinds property. The plan should prioritize projects and should allow a phased (multi-year) approach for completion. The committee should consider plants that are native to Virginia to ensure success in any landscaping projects.
3. Present plan to the Board of Directors, along with monetary requirements to begin the initial phase.
4. Investigate external sources for materials and programs that can benefit the work of the committee (e.g., Reston Association, Fairfax County, National Arboretum, etc.)
5. Recommend changes (if appropriate) to the Woodwinds grounds maintenance contract. Any Landscaping Committee projects must be communicated to the Board in advance so that the Board can coordinate these activities with the grounds maintenance contractor.

Notes

Landscaping Committee expenses will come out of the 5401 – Landscaping line item in the 2007 operating budget. Keep in mind that Woodwinds Flower Day expenses will come out of this line item.

Please coordinate with the Board to obligate any funds required to complete Landscaping Committee actions.

Volunteers

Name	Contact
Amstutz, Judith	264-0454
Brookover, Sylvia	620-2850
Bugos, Beverly	264-8910
Kan, Anna	11648
Lewis, Lila	11616 / 100
McLemore, Beulah	2104 / 301
Peden, Jennifer	11606
Ripple, D'Orsay	715-3532
Vaughn, Katalin	476-4814
Williams, Eloise	390-1287
Williams, Richard	390-1287
Wolfe, Suzanne	615-2054

WOODWINDS 2007 WORKING BUDGET

	<u>Actual</u>	<u>2006</u>	<u>2006</u>	<u>Proposed</u>
	<u>Jan-Dec 05</u>	<u>Budget</u>	<u>Actual</u>	<u>2007 Budget</u>
Ordinary Income/Expense				
1000 - INCOME				
1100 - Assessment Fees	388,956.00	427,260.00	427,260.00	427,212.00
1200 - Move-In Fee	2,200.00	2,000.00	1,100.00	1,200.00
1300 - Late Charges	3,000.00	2,500.00	2,944.00	2,500.00
1400 - Interest Income	5,483.06	2,500.00	9,981.43	2,500.00
1500 - Miscellaneous Income	1,249.22	1,000.00	580.00	400.00
Total Income	400,888.28	435,260.00	441,865.43	433,812.00
Expense				
4000 - ADMINISTRATIVE EXPENSES				
4100 - Management Agency Fee	26,000.04	29,376.00	29,376.00	20,000.00
4200 - Taxes	731.00	2,000.00	1,200.00	1,500.00
4300 - Audit / Tax Preparation	2,000.00	2,050.00	1,950.00	2,000.00
4400 - Legal Fees	(136.50)	1,000.00	1,594.40	1,000.00
4500 - Recording Secretary	870.00	1,500.00	1,415.00	750.00
4600 - Misc. Administration	2,691.26	2,000.00	4,588.73	7,500.00
Total 4999 - ADMINISTRATIVE EXPENSES	32,155.80	37,926.00	40,124.13	32,750.00
5000 - COMMON SHARED EXPENSES				
5100 - Master Hazard Insurance	23,038.50	27,000.00	26,949.00	30,000.00
5200 - Water / Sewer	33,168.94	32,500.00	34,042.40	35,000.00
5300 - Electricity / Watchlights	8,761.84	8,100.00	7,663.09	8,100.00
5400 - Grounds Maintenance	22,861.63	25,400.00	25,139.96	25,400.00
5401 - Landscaping	8,219.58	15,000.00	8,258.75	13,000.00
5402 - Tree Care	3,210.00	5,000.00	5,897.00	5,000.00
5403 - Bird Sanctuary	239.87	300.00	249.77	260.00
5404 - Trash Removal	20,312.40	21,150.00	24,916.32	25,000.00
5405 - Snow Removal	10,939.00	11,000.00	3,270.00	5,000.00
5406 - Janitorial	0.00	0.00	0.00	3,540.00
5500 - Pest Treatment/Control	4,992.00	5,250.00	2,691.00	3,500.00
5600 - General Maintenance	32,059.82	31,677.00	27,186.29	32,000.00
5800 - Water Leaks	51,503.25	43,794.00	55,337.44	40,000.00
5900 - Unanticipated Expenses	0.00	0.00	0.00	3,202.00
Total 5000 - COMMON SHARED EXPENSES	219,306.83	226,171.00	221,601.02	229,002.00
7000 - GARDEN CONDO EXPENSES				
7100 - Electricity	7,481.48	6,000.00	7,222.13	7,500.00
7200 - Gas	27,129.23	30,000.00	25,661.21	27,000.00
7400 - Janitorial	17,226.00	17,300.00	17,456.00	14,160.00
7401 - Carpet Cleaning	0.00	3,000.00	2,125.00	2,500.00
7402 - Window Cleaning	0.00	1,500.00	2,295.00	2,600.00
7403 - Lighting Supplies	5,723.00	5,000.00	5,521.00	6,000.00
7800 - Plumbing	7,874.23	6,000.00	18,256.36	10,000.00
Total 7000 - GARDEN CONDO EXPENSES	65,433.94	68,800.00	78,536.70	69,760.00
8000 - TOWNHOME EXPENSES				
8100 - Chimney Inspection	700.00	900.00	700.00	800.00
8800 - Plumbing	0.00	0.00	0.00	0.00
Total 8000 - TOWNHOME EXPENSES	700.00	900.00	700.00	800.00
Total Expense	317,596.57	333,797.00	340,961.85	332,312.00

Net Ordinary Income	83,291.71	101,463.00	100,903.58	101,500.00
Other Income/Expense				
9000 - Reserves	<u>77,050.00</u>	<u>101,463.00</u>	<u>101,463.00</u>	<u>101,500.00</u>
Total Other Expense	<u>77,050.00</u>	<u>101,463.00</u>	<u>101,463.00</u>	<u>101,500.00</u>
Net Other Income	<u>(77,050.00)</u>	<u>(101,463.00)</u>	<u>(101,463.00)</u>	<u>(101,500.00)</u>
Net Income	<u><u>6,241.71</u></u>	<u><u>0.00</u></u>	<u><u>(559.42)</u></u>	<u><u>0.00</u></u>