

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

Guidelines

The Woodwinds Maintenance 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 Maintenance Committee shall be a resident of the Woodwinds community. One or more members of the Woodwinds Board of Directors may be appointed to serve on a committee.

The chairperson and other members of the Maintenance Committee shall be nominated by the board president and approved by the entire board 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 of Directors at a board meeting at which a quorum is present.

Operation

The Maintenance 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 Maintenance Committee chairperson or a representative from the committee shall attend all regular meetings of the Board of Directors. All committee meetings must be open to the Woodwinds community.

The Maintenance 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 Maintenance Committee business shall consist of a majority of the members of the committee.

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

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

Goals

Assist and advise the board of directors in the identification and resolution of maintenance issues affecting the common elements and the limited common elements at Woodwinds.

Maintenance Committee Responsibilities

- Develop and implement a plan and schedule for periodic inspection and monitoring of the common and limited common elements
- Assist in the preparation of bid specifications, and the evaluation of bids, for maintenance and repair contracts, and make recommendations to the board for such contracts
- Research and make recommendations to the board regarding potential updates to the physical infrastructure that may be more cost effective or offer better performance
- Identify and conduct and/or organize minor maintenance or “clean up” activities (within limits of liability issues)
- Assist and advise ad hoc committees as appropriate

Tasks

1. Establish and maintain a reasonably comprehensive and up-to-date status/inventory of the 51 utility/boiler closets. Recommend, prioritize, and in some cases carry out, necessary maintenance and repair within the closets, taking into account safety and cost considerations.
2. Establish and maintain a reasonably up-to-date status of all fire extinguishers and fire alarms. Investigate fire code requirements relative to fire extinguishers and alarms, and make recommendations to the board regarding actions necessary to comply with code requirements.
3. Establish and maintain a comprehensive and reasonably up-to-date status of all outside water faucets, identifying needed repairs and advising the board of faucets which are not in the appropriate on/off status for the time of year.
4. Develop and implement a plan to monitor interior and exterior common area lighting, reporting non-functioning lights and exit signs to the board in an agreed upon standard format, and tracking the performance of individual fixtures.
5. Investigate alternative lighting technologies, considering initial cost, lifespan, potential energy and bulb-replacement cost savings, and make recommendations to the board
6. Locate electric meters associated with each Dominion Power account, and investigate which account is associated with which lights.
7. Inspect light poles for damage and research repair options and costs
8. Monitor the supply of dog clean up bags on hand, and notify the board when supply falls below one case (30 boxes).

Notes

Most Maintenance Committee expenses will come out of the 5600 – General Maintenance line item in the 2007 operating budget. Expenses related to the garden style condominium interior common area lighting will come out of 7403 – Lighting Supplies. Some expenses may come out of 4600 – Misc. Administration.

Volunteers

Name	Address	Phone	E-mail
Richard Williams	2112 GWW #200		tyro524@aol.com
Teri Jaeger	2101 GWW #300	703 620 2856	tjwoodwinds@att.net
Frank Talbert	2100 GWW #301	703 928 7133	talbertfb@stanleymartin.com
Jason Kress	2118 GWW #301	301 996 5421	
Jennifer Peden	11606 WBC		
John Thompson	11614 ISC #200		jwthompson24@hotmail.com
Katalin Vaughan	Owens 11612 ISC #201	703 476 4814	zencon@comcast.net

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 - VA	731.00	2,000.00	1,200.00	1,500.00
4201 - Taxes - Federal				
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	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>