
**WOODWINDS COUNCIL OF CO-OWNERS
BOARD MEETING MINUTES**

Date: Thursday, January 17, 2008

Call to order: 7:00 pm EST

Location: Glade Community Room

Attendees – Board, Management, Service Providers

✓	Name	Position
✓	Eric Orr	President
✓	Sharon Brooker	Vice-President
✓	Teri Jaeger	Treasurer
✓	Suzanne Wolfe	Secretary
✓	Gay Dillin	At Large
	Frank Miller	Property Manager, Riddell Management Services

Attendees – Members

Name	Address	Phone	Email Address
None			

Approval of Minutes

Teri made a motion to approve the minutes of the December 20, 2007, meeting; Sharon seconded the motion, and the minutes were unanimously approved.

Report of Officers

President's Report: Eric reported that the task of finding a new managing agent has been completed. Loudoun Management Associates, Inc., will be the new managing agent.

Treasurer's Report: Nothing has been received from Riddell Management Services for December, so Teri is unable to prepare a treasurer's report at this time.

Teri will draft the treasurer's report that addresses fee correction issues raised in March 2007 treasurer's report.

Management Agreement

- a. Extensive discussion was held regarding the contract presented to the board by LMA.
- b. Services to be provided by LMA. Gay & Teri discussed the fact that Board Meeting Minutes should be done by an independent person to allow all board member to participate fully in the board discussions.
- c. Discussion was also held regarding our concern for investing the funds of Woodwinds; further discussion will be held with LMA regarding appropriate investment options

Community Member Concerns

No community members were present at this meeting.

Committees Reports

Covenants – No report at this time.

Landscaping – Turf Map should show all areas grass can grow; Blade Runner's (BR) map is not consistent with board's assessment of turf-supporting areas. Terry from BR would like to meet with the board in February to review plans for 2008.

Parking – No report at this time.

Communications – Gay distributed the newsletter on 1/16/2008

Maintenance – No report at this time.

Erosion (ad hoc) – No report at this time.

Financial Report – None given as no information was provided for this meeting.

No reports available on Woodwinds financial review, delinquencies, bank reconciliation report, bank statements, balance sheet, or expense register.

Management Agent Report

Contact Log – No report at this time, as no log was provided for this meeting.

Old Business

Woodwinds Rules (review)

- a. **Utility Closets** – a motion was made, seconded, and approved that all Woodwinds items stored in the utility closets should be marked as Woodwinds property.

b. U.S. Flag Display – Recommendation is to incorporate rules regarding display and maintenance of US flag by residents. See what Reston Association documents say about this.

c. Satellite Dish Installation – Send out information to residents and include in Rules & Regulations. Installation is a “change to the outside” and if you have a satellite dish, you must fill out the form, and submit it to Woodwinds. Confirm what Book of Resolutions says about satellite dish installation.

d. Towing –Discussion ensued that previous Woodwinds boards voted to prohibit unsolicited towing by Henry’s Towing from Woodwinds property; Riddell (Frank Miller) was notified of this.

New Business

Discussed major projects for 2008, including erosion control between Woodwinds and Colonial Green; continuing balcony repairs (possibly subject to a review of the engineered solution and input from LMA); resurfacing of parking lot and paths.

Review Committee packets; include only budget line item for that committee rather than the entire budget.

Executive Session

No executive session was held during this meeting.

Adjournment

The meeting was adjourned at 9:07 pm EST

Attachments

Woodwinds Action Item List

Action Item List

1. Follow up with Riddell (Frank) and Maple Leaf regarding whether gutter cleaning was completed at Woodwinds **(Eric)**
2. Gutter replacement – get inspection and engineer’s recommendation of whether or not we need gutters, and if so, what kind. **(Eric)**
3. Locate 2 in-use key safe, and retrieve 3rd key safe from Frank **(Eric)**
4. Get list of attic fans not installed by Cutting Edge from Frank (every 3rd floor condo unit – 34 units) **(Eric?)**
5. Provide documentation to LMA for 2008 fees **(Teri)**
6. Provide documentation to LMA of unit types & sizes **(Teri)**
7. Provide disclosure packet documents (rules, regulations, etc.) to LMA **(Teri, Eric)**
8. Draft Treasurer’s Report that addresses fee correction issues raised in 2007 Treasurer’s Report **(Teri)**
9. Ask LMA at February meeting to provide us with suggestions on investment accounts **(Teri?)**
10. Draft calendar **(Sharon)**
11. After March 10, 2008, send out an invoice to each resident to inform them of their balance. **(LMA?)**
12. U.S. Flag Display. See what Reston Association documents say about this. **(Eric?)**
13. Confer with LMA to see if they have a procedure for making sure everyone complies with the proper installation of satellite dishes and send out request to all residents for same. Have them send out notice with the proper instructions. State that everyone must comply with the instructions sent out by LMA and how it must be installed on the firewall, not the roof. Applications must be completed and submitted to the Board for approval, whether already installed or is a new application, so that we have a list of all satellite dishes installed **(?)**
14. Remove move-in fee from Woodwinds budget and income statement **(Sharon)**
15. Add to Rules regarding storage of non-Woodwinds owned items in utility closets. Have maintenance committee label Woodwinds items. **(Maint. Comm.)**
16. Survey approximately 15 balcony units that have been repaired and units below to see if they are still having leaks **(Gay, with list of units from Teri)**