

---

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

**Date:** Thursday, February 21, 2007

**Call to order:** 7:17 pm EDT

**Location:** Langston Middle School Health Room

**Attendees – Board, Management, Service Providers**

✓	Name	Position
	Sharon Brooker	Vice-President
✓	Eric Orr	President
✓	Suzanne Wolfe	Secretary
✓	Teri Jaeger	Treasurer
✓	Gay Dillin	At Large
✓	Crystal Garcia	Community Manager, Loudoun Management Associates
✓	Dave Ciccarelli	President, Loudoun Management Associates

**Attendees – Members**

Name	Address	Phone	Email Address
Matt Brodie	11620 ISC #200		

**Call to Order**

The meeting was called to order at 7:15 p.m. EST.

**Approval of Agenda**

Eric made the motion (seconded by Gay, approved unanimously) to approve the agenda for the board meeting.

**Approval of Minutes**

Teri made the motion (seconded by Gay, approved unanimously) to approve the minutes of the 17 January 2008 board meeting as written.

**President's Report**

No President's Report was made. Eric announced that Woodwinds Association was now under the management of Loudoun Management Associates (LMA).

### **Treasurer's Report**

No Treasurer's Report was made. Teri announced that Riddell has not supplied any financial records to her; LMA was in the process of taking possession of Woodwinds records from Riddell.

### **Review of Action Items**

#### **Bulb Replacement in Common Areas / Electrical Maintenance.**

Eric made a motion (seconded by Gay, approved unanimously) to authorize LMA to commence replacing all of the incandescent bulbs in Woodwinds common areas with compact fluorescent bulbs (CFLs). Crystal stated that an electrician contracted by LMA was going to be in Reston on 2/26/08 and would do this on that date.

The board also authorized Crystal to get bids for quarterly maintenance of the common property lighting and electricity needs of Woodwinds; frequency may be adjusted depending on analysis of need.

**Due process.** Discussion was held regarding terminology of "due process" as used by Woodwinds board. LMA understands this to be the entire process of addressing covenants violations. Woodwinds will adapt to this definition; "due process" letters will be referred to as covenants violations letters.

**Minute taking.** Eric made a motion (seconded by Gay, approved unanimously) to authorize LMA should to get bids for someone to take minutes at future Woodwinds board meetings.

**Woodwinds Disclosure Packet.** Woodwinds board members will provide any scanned documents that belong in the disclosure packet to LMA.

**Brodie railing repair.** Discussion was held regarding the balcony railing at 11620 Ivystone #200; LMA will address request from new owner to replace balcony railing.

**Clark leak issue.** Discussion was held regarding ongoing leak issues at 11620 Ivystone #101; Eric provided a chronology of the leak issues at 11620 #101 (prepared by Julie Clark). LMA will review and follow up with Clarks.

**Brookover leak issue.** Discussion was held regarding renewed leak issues at 2100 Green Watch Way #100. LMA will contact resident; no action will be taken until owner provides chronology of issues. Teri suggested talking to the owner's son about the leak issues.

**Rae satellite dish issue.** Discussion was held regarding the satellite dish installed by the renter in 11620 Ivystone #100; LMA should be taking care of this

**Gutter cleaning contract.** Teri made a motion (seconded by Eric, approved unanimously) to authorize LMA to get 2 bids in addition to Maple Leaf'd proposal for cleaning the gutters at Woodwinds and making recommendations regarding replacement or installation of new gutters.

**Parking Lot resurfacing.** Discussion was held regarding resurfacing parking lots at Woodwinds. Eric moved (seconded by Sharon, approved unanimously) to authorize LMA to get recommendations for treatment of Woodwinds parking lots and get bids.

**Erosion control issue.** Discussion was held regarding the erosion near 11646 Ivystone Court and area that adjoins Colonial Green. Teri to email Dave report written in 2007 that included a consultation with Nicki Foremsky, the RA Watershed Manager, and a rudimentary design for addressing the problem and finding a specialist for this work.

**Covenant violations.** LMA was to send out the second set of violation letters today.

**LMA website for Woodwinds.** Dave provided the logon information (username and password) for the board to access the action items for Woodwinds on the LMA website (<http://www.lmainc.com>).

### **Community Member Forum**

**Matt Brodie** expressed concern regarding the timely receipt of his disclosure documents requested as part of the sale of his unit. He needs these documents by Friday, 29 February in time for his closing and was assured that documents would be delivered on 22 February 2008. He also requested that the balcony railing on his unit be repaired or replaced.

### **Committees Reports**

No committees have been formed for 2008, thus no committee reports have been prepared. The February and March newsletters will include a call for volunteers for the five committees (Covenants, Landscape, Parking, Communications, and Maintenance.)

### **Financial Report**

No reports were available from LMA regarding Woodwinds finances. A financial review, delinquency report, bank reconciliation report, bank statements, balance sheet, and expense register should be available for the March board meeting.

### **Management Agent Report**

**Coupon Books.** The coupons have arrived and should be mailed on Thursday, 21 February 2008.

**Questionnaire.** Questionnaire provided to LMA from Eric Orr. LMA will need clarification on the committees as well as the chairperson of each committee for correspondence purposes. Teri and Eric explained that the 2008 committees have not been formed, each board member serves as a liaison to a committee, and that all correspondence for committees should be directed to the board.

**Contact Log.** No report at this time; no contact log was provided by LMA for this meeting.

### **Executive Session**

**Covenants violations.** Letters sent to residents will be sent by LMA on behalf of "the Board" to reduce the sense that things can be over-ridden. LMA suggested removing the contact information for board members from the footer of the letter; the board agreed to this modification.

### **Date of Next Meeting**

The next board meeting will be Thursday, 20 March 2008 at 7:00 pm at Langston Hughes Middle School Health Room.

**Adjournment**

The meeting was adjourned at 9:15 pm EST. Teri made the motion and Eric seconded it.

**Attachments**

Woodwinds Action Item List

---

**ACTION ITEM LIST**

<b>Item No</b>	<b>✓</b>	<b>Action</b>	<b>Assignee</b>
FEB01		Email reserve study to LMA	Eric
FEB02		Provide board with language for resolution for obtaining a deposit for installation and maintenance of satellite dishes	LMA
FEB03		Provide login information for Action Items on LMA website	LMA
FEB04		Obtain bids for minute taking service	LMA
FEB05		Replace incandescent bulbs with CFLs	LMA
FEB06		Seek bids for periodic electrical maintenance contract	LMA
FEB07		Obtain bids for gutter cleaning	LMA
FEB08		Provide soft-copy disclosure documents to LMA	Eric
FEB09		Provide LMA with draft statements document that accompanies disclosure packet	Eric
FEB10		Provide WW board with financial reconciliation	LMA
FEB11		Post 2006 audit on Woodwinds Website	Eric
FEB12		Update vehicle registration records	Eric, LMA
FEB13		Provide copies of Woodwinds communiqués (newsletter, flyers, notices) to LMA	WW Board
FEB14		Provide Erosion Report to LMA	Teri