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

**Date:** Thursday, March 20, 2007**Call to order:** 7:25 pm EDT**Location:** Teri Jaeger's Home**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

**Attendees – Members**

Name	Address	Phone	Email Address
Jackie Brathwaite			jakegus@aol.com

**Call to Order**

The meeting was called to order at 7:25 p.m. by Eric Orr.

**Approval of Agenda**

Teri moved (seconded by Sharon, approved unanimously) to approve the agenda for the board meeting.

**Resident Forum**

No business.

**Approval of Minutes**

Sharon moved (seconded by Gay, approved unanimously) to approve the minutes of the 20 February 2008 board meeting as amended to include the corrections made by various board members.

**Financial Report**

Neither Teri nor Crystal was able to give a Financial Report as the documentation was not received in time for review. Teri asked LMA how much money Riddell still has that belongs to Woodwinds. **[The budget included in the March Board packet is the wrong one]**

**Review of Action Items**

**Bid from Maple Leaf.** Gay moved (Eric seconded) that the Board table the decision regarding a gutter cleaning contract until we receive bids from additional companies and to get a quote on 5 cleanings a year.

**Erosion Committee Report.** The Board reiterated that LMA should contact Mulch Solutions, the company mentioned in the erosion report written by Teri, to see if there is anything new that they would suggest regarding the erosion problem between Woodwinds and Colonial Green. Another meeting with Nicki Foremsky, Reston Association's Watershed Manager, should be arranged.

**11614 Windbluff Ct. Window Replacement.** The Board tabled the decision regarding how to handle the window replacement request that was received by Riddell on 12/1/07 but not seen by the Board until March 20<sup>th</sup>, 2008. The Board advised LMA to get specifications of the windows (color, outside appearance), contractor information, and which windows would be replaced and advise the Board of same. This should be the procedure to be followed for any similar requests.

**Management Report**

LMA submitted a proposal to **Minute-by-Minute** for a recording secretary. LMA will try to obtain more bids. Suzanne also indicated she would try to find a recording secretary.

The correct welcome packet was not included in the Board packet. The Board asked LMA to provide the Board with a copy of same, for review.

The Board advised LMA that some documents (newsletters, copies of notices that have been posted in the community) do not need to be included in the Board packets.

The Board advised LMA that the Association does not have a towing policy in effect; the towing notice should be removed from the disclosure packet.

Crystal requested that we add [Nick@lmainc.com](mailto:Nick@lmainc.com) to the distribution list for emails sent to LMA.

Eric requested that LMA provide a monthly report of all new residents & owners from their database.

Board Packets can be provided to owners who request them in advance; LMA will deliver the requested packets either at the meeting or send them to the requestors afterward.

**Common Area**

Dixie Electric replaced all common area light bulbs with compact fluorescent lamps (CFLs) and ordered globes for fixtures that were missing them.

Crystal offered to provide the Board with information on emergency lighting for the condo buildings to comply with county code.

Eric suggested swapping the Colonial fixture located at 11618 Ivystone Ct. with one of the spare fixtures we have. Teri gave Crystal a brief history of some of the Association's electrical/fixture related problems the Association has had with Dominion Power over the past few years and Crystal said she would set up a property inspection with Eric at some future date.

**Architectural Review**

The Board advised LMA that the Association has no architectural committee and that any changes to the infrastructure must go through the Reston Association's Design Review Board approval process.

### **Covenants Violations**

The Board requires copies of violation letters that were not attached to the board packet for the period of Feb. 22 and Mar. 19, 2008. (There were omissions and duplications of the violation letters. It was suggested we use **I = Inspection** and **V=Violation** for future letters.

**11620 Ivystone Court, Unit 100.** There was discussion by the Board and it was decided that the dish would need to be removed in 15 days or after that we would assess a \$10/day charge.

### **Old Business**

**Clark leak issue.** The Board discussed ongoing leak issues at 11620 Ivystone #101. The Board directed LMA to send someone to the Clark's residence to follow up on the current status of the leak. Crystal said she would send Roger (RKS) and will provide him with the chronology of leak issues that was provided to the Board by the Clarks.

**Brookover leak issue.** The Board discussed 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.** The Board discussed the satellite dish installed on the roof shingles by the renter in 11620 Ivystone #100;

**Matt Brodie's railing** repair was completed prior to his closing on the sale.

### **New Business**

The Board directed Crystal to contact our collection attorney, Harry Lowe, to see what the status is of our ongoing legal matters.

Teri moved (seconded by Eric, approved unanimously) that the Board should inspect the outside storage doors on the townhomes to determine which ones need replacement or repair.

The Board authorized that LMA contact someone to replicate the railings in the townhouse area and provide same to Chris Brockway at 11613 Windbluff, and extend the railing of Suzanne Wolfe at 11609 Windbluff.

### **EXECUTIVE SESSION**

At 9:05 pm, Teri moved (seconded by Eric, approved unanimously), to adjourn the regular business meeting to meet in executive session to discuss covenant violations and assessment delinquencies.

At 9:20 pm Teri moved (seconded by Eric, approved unanimously) that the Board reconvene and go back into open session.

A motion was stated, seconded, and approved unanimously regarding all covenant violation hearings scheduled for this meeting. All violators shall be assessed a penalty of \$50 for noncompliance of the covenants violations.

### **Committees Reports**

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

Jackie Brathwaite said she would continue the project she has been working on for the Landscape Committee since 2007, with Gay and Suzanne participating as well. Gay said she would also contact another neighbor she is aware of who is interested in the Landscape Committee.

**Date of Next Meeting**

The next Board of Directors meeting will be held on Thursday, April 17, 2008 at 7:00 pm at the Langston Hughes Middle School Health Room located at 11401 Ridge Heights Road, Reston, VA 20191.

**ACTION ITEM LIST**

<b>Item No</b>	<b>✓</b>	<b>Action</b>	<b>Assignee</b>
MAR01		Resend corrected management report PDF containing financials	Crystal
MAR02		Confirm that approved 2008 budget is posted on Woodwinds website	Eric
MAR03		Confirm that service contracts are posted on Woodwinds website	Eric
MAR04		Send Architectural Change Request (ACR) form to Woodwinds board	Crystal
MAR05		Send soft copy of Minute By Minute proposal for recording secretary	Crystal
MAR06		Send new resident letter/packet to Woodwinds board for review	Crystal
MAR07		Send monthly report of new owners / residents with leases	Crystal
MAR08		Follow up with Brookover (2100 GWW 100) to ensure leak issue was resolved	Crystal
MAR09		Contact Cutting Edge regarding leak in roof at 11620 ISC – roof under warranty	Crystal
MAR10		Supply missing letters in Covenants Log	Eric
MAR11		Confirm all covenants violations letters were sent	Crystal
MAR12		Contact Woodwinds attorney for status of all delinquency legal actions in process	Crystal
MAR13		Locate contractor to install hand railings at steps in front of 11613 and 11609 WBC	Crystal
MAR14		Inspect all exterior closet doors on townhouses	WW Board
MAR15		Contact Clark (11620 ISC 100) regarding water leaks in unit	Crystal
MAR16		Add Nick ( <a href="mailto:nick@lmainc.com">nick@lmainc.com</a> ) to LMA email distribution	WW Board
MAR17		Contact 11614 WBC requesting color sample, specification sheet, installing contractor contact info, and number of windows to be replaced	Crystal
MAR18		Determine how much money Riddell still has that should be returned to Woodwinds	Crystal