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

Date: Thursday, April 17, 2007**Call to order:** 7:00 pm EDT**Location:** Langston Hughes 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

Attendees – Members

Name	Address	Phone	Email Address
Keith Neal	2122 GWW #100		
Jennifer Newby	2122 GWW #100		
Jim Murch	11604 WBC		
David Davis	11612 ISC #100		
Shawn Clark	11620 ISC #100		
Jackie Bateman	11632 ISC		

Call to Order

The meeting was called to order at 7:00 p.m. by Eric Orr. Crystal arrived at 7:05 pm.

Approval of Agenda

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

Approval of Minutes

Eric moved (seconded by Sharon, approved by all) to approve the minutes of the 20 March 2008 board meeting.

Community Member Forum

(Moved up to accommodate attending residents' schedules) started at 7:15 pm.

Several residents showed up to discuss the use and storage of grills on Woodwinds property. They were informed that the Fairfax County Rules have been incorporated into our By-laws and it is the responsibility of each individual for ensuring that they operate within the law. The Board will research the legality of using grills at the Pavilion.

David spoke regarding flags. He disagrees with the regulations that the board cited regarding flying the US flag at night and states that the board should not be regulating this. Eric responded by saying that legal counsel at a 2007 Reston Association workshop recommended that associations incorporate the US Code regarding flags into their by-laws. David was also concerned about not being able to use his grill at Woodwinds.

Shawn Clark spoke regarding the leak that still needs to be fixed in his unit. He asked kindly that no one call him at 7:30 in the morning. We informed him that RKS had recommended Por-Rock(?) could be used to fill the crack that was found and that should solve the leak problem. The Board requested invoices from Cutting Edge be pulled to see what had been done for the \$3,257 spent so far.

The Board advised the residents that anyone with a leak should call LMA and let them know about it, whether or not they had called TWC or Riddell in the past, as such requests may not have been transferred to LMA.

Residents of 2112 Green Watch Way raised the issue of limited hot water supply in that building. It may be related to the fact that a plumber who worked in that building previously failed to re-open the valve to the water heater when he finished his work.

Balcony repairs were discussed in conjunction with water leak issues. It was mentioned that Andy Palmer's balcony looks like it has measles since a repair job was done on it. The Board needs to see if that fixed the leaks. The Board advised Crystal she should speak with Teri to get a full history on the balconies.

President's Report

No report was made.

Treasurer's Report

No Treasurer's Report was made. Teri was not present so Sharon presented her analysis of the materials provided by LMA:

Check #345 (\$1200) – memo is for "financial agent"; Crystal thinks this is for a tax payment

Check #322 – Crystal states this is for coupon books

Check #312 – pool maintenance; does not belong on Woodwinds account.

The board requested a list of all expense categories from LMA.

Crystal will confirm receipt of all money received from Riddell/Frank Miller.

The board requested information regarding which owner paid the \$50 covenant violation fee.

Review of Action Items

Bid from Maple Leaf – Gay moved (seconded by Suzanne, approved by all) that we defer discussion on this until we get bids for replacing/restoring the gutters and having the gutters cleaned.

Contracts – Copies of all contracts should be copied and sent to the Board so that they can be put on the website.

New Owner Report – Board requested monthly report of new owners/resident from LMA last month; renewing request of LMA.

Hand rails – LMA is waiting for RFPs from RKS and Cutting Edge. Crystal should follow up on this.

Delinquent Accounts – Board renewed request for LMA to contact Woodwinds' attorney regarding status of delinquent accounts and money owed to the Association.

Brookover leak issue – The Board asked LMA to check this unit (2100 #100) again for the leak and report back to the Board. Sylvia said she was going to call the fire department regarding the material on the ground behind her building. The Board will contact the zoning board about the neighbor (#101) with all the chemicals, which may require a letter to the owner of that unit where furniture refinishing is being done.

Satellite Dishes – The Board members all agreed to defer the discussion on the satellite dish resolutions until a later date. The materials provided by Crystal were problematic.

Management Report

Common Area – The Board would like Dixie Electric to do a property inspection for electrical issues and then draw up a plan prior to the Board committing to a contract; the Board deferred further discussion. Eric moved (seconded by Gay, approved by all) to direct LMA to arrange an inspection of Woodwinds.

Architectural Review – The Board reminded LMA that the Architectural Review form should be renamed to “Change Request Form for Replacement Windows/Doors.”

Covenants Violations – The Board requested copies of covenant violation letters sent by LMA that were not provided in the last report packet. The Board maintains a list of letters forwarded to LMA for transmission to residents which is more comprehensive than LMA's list.

Parking Issues – Crystal stated that Beverly has reported some illegally parked vehicles at Woodwinds. The Board informed Crystal that, according to the current parking regulations, the vehicles cited by Beverly are properly maintained and parked.

Old Business

Clark leak issue. Discussed in Community Member Forum (above). The Board directed LMA to engage a structural engineer to examine the Clark leak issue and provide recommendations for a permanent solution.

Brookover leak issue. Discussion was held regarding renewed leak issues at 2100 GWW #100. The Board directed LMA to contact resident to schedule another appointment to check the leak and determine what is necessary to correct the problem.

Rae satellite dish issue (11620 Ivystone #100). According to Crystal, the covenant violation letter regarding the satellite dish installed directly on roof shingles was sent. If the owner does not take action by the date stipulated in the letter, the Board directed LMA to remove the satellite dish (by Cutting Edge if they are also investigating another leak on this building), repair the shingles, and charge the owner for any expense incurred.

Flower Day. The Board agreed to allow residents to plant flowers/plants that are on the approved planting list in existing beds when they ask for permission to do so. Any

requests for permanent changes to the landscape must still go to the Landscaping Committee and then to the Board for approval.

Recording Secretary. Sharon moved (Eric seconded, approved by all) that the Board engage a recording secretary for the annual meeting in November

New Business

Statement of Accounts – The Board directed LMA to send out statements of account to all residents. Eric moved (seconded by Gay, approved unanimously) same.

Executive Session

At 9:10 pm, Eric moved (seconded by Sharon, approved by all), to adjourn the regular business meeting to meet in executive session to discuss covenant violations and assessment delinquencies.

During executive session, there was a motion regarding all hearings and our decision on the outcome is that we approved the waiver of late fees for 3 owners.

At 9:20 pm Sharon moved (seconded by Eric, approved by all) to reconvene the open session of the Board meeting.

Date of Next Meeting

The next Board of Directors meeting will be held on Thursday, May 15, 2008 at 7:00 pm at the Langston Hughes Middle School Health Room located at 11401 Ridge Heights Road, Reston, VA 20191.

Adjournment

The meeting was adjourned at 9:30 p.m. Eric made the motion and Gay seconded it; it was approved by all.

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ACTION ITEM LIST

Item No	Action	Assignee
MAR03	Confirm that service contracts are posted on Woodwinds website	Eric
MAR07	Send monthly report of new owners/residents with leases to Board	Crystal
MAR12	Contact Woodwinds collections attorney for status of outstanding delinquencies, legal actions, etc.	Crystal
MAR14	Inspect all exterior closet doors on townhouses	Board
MAR18	Identify and retrieve any Woodwinds money held by Riddell (report to Teri)	
APR01	Review new resident letter and packet	Board
APR02	Follow up with Sylvia Brookover (2100 GWW #100) to ensure ceiling leak was fixed	Crystal
APR03	Contact Cutting Edge regarding leak in roof at 11620 ISC (roof under 2-year warranty from 2006)	Crystal
APR04	Confirm all April covenants violations letters were sent	Crystal
APR05	Install hand railings at steps in front of 11613 and 11609 WBC (awaiting bids from RKS and Cutting Edge)	Crystal
APR06	Review satellite dish resolution provided by Crystal	Board
APR07	Provide list Need list of expense categories used by LMA accounting department	Crystal
APR08	Rename Architectural Review Form to "Replacement Window/Door Change Request Form	Crystal
APR09	Determine if it is permitted to use grills at the Pavilion (check with Fairfax County authorities)	Eric
APR10	Engage structural engineer to inspect problem at Clark residence and provide recommendation for permanently correcting problem. (See if engineer concurs with use of POR-ROCK to fix crack in balcony above the Clark unit.) Engineer should also be asked to inspect balconies and provide a recommendation regarding a permanent solution to this problem. (It has been 2 years since any balconies have been repaired)	Crystal
APR11	Request invoices from Cutting Edge regarding previous work done on Clark unit; invoices may provide history of past work;	Crystal
APR12	Do not call residents before 8:00 am (7:30 am is too early)	LMA
APR13	Speak with Teri Jaeger regarding history on balcony repair	Crystal
APR14	Contact Fairfax County Zoning Board about zoning questions at Woodwinds (RE: furniture refinishing at 2100 GWW #101)	Eric

Item No	Action	Assignee
APR15	Schedule a walkthrough of Woodwinds with Dixie Electric to conduct an electrical inspection of the property (emergency lighting, etc.) Decision to defer maintenance contract until inspection is completed.	Crystal
APR16	Schedule gutter cleaning at Woodwinds	Crystal
APR17	Issue Request for Proposals for inspections of Woodwinds buildings and determine need and specifications for a gutter system.	Crystal
APR18	Schedule one-time recording secretary for annual meeting on 17 November 2008). (Minute by Minute)	Crystal
APR19	Send covenant violation letter to owner of taxicab at 11620 ISC	Eric
APR20	Inspect tree limbs over carport at west end of ISC to ensure that they are healthy and not in danger of breaking and falling	Suzanne
APR21	Provide copies of contracts with AAA & ETC (janitorial service) to Eric for posting on website	Crystal
APR22	Provide Board with a monthly list of new owners	Crystal
APR23	Provide Board with information on source of \$50 covenants violation fee	Crystal
APR24	Repair/replace roof shingles at 11620 where satellite dish was installed and charge repair to owner of 11620 ISC #100	Crystal
APR25	Send Statements of Account to all Woodwinds owners as part of comprehensive financial reconciliation of Woodwinds accounting	Crystal
APR26	Advise owners of 2108/300, 2100/101, 2102/301 that The Board approved waiving late fees	Eric/Crystal
APR27	Publish notice of cancellation of Association-funded Flower Day;— residents may plant their own annuals in existing flower beds after getting approval of Board to change common property	Suzanne
APR28	Forward proposals to Board for erosion control work between Woodwinds and Colonial Green	Crystal
APR29	Request invoices/work history from Cutting Edge for work done at 11620 ISC #101	Crystal