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

Date: Thursday, May 15, 2008**Call to order:** 7:00 pm EDT**Location:** Langston Hughes Middle School Health 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
✓	Diana Fritts	Property Manager, Loudoun Management Associates
	Dave Ciccarelli	President, Loudoun Management Associates

Attendees – Members

Name	Address	Phone	Email Address
Travis Collins			

Call to Order

The meeting was called to order at 7:00 p.m. EDT.

Approval of Minutes

The minutes of the 17 April 2008 meeting were approved.

Review of Action Items

The action items from the March #03 through April #31, 2008 board meetings were reviewed.

The action item regarding the replacement windows at 11614 Windbluff Court was approved. Teri moved (seconded by Eric) to approve resident's request to replace windows at this address.

The Board indicated to LMA that the issue of identifying the 43 lollipop lights that are on a monthly fee rather than metered, is still an open action item, and it was numbered MAY 5.

Please see the attached list of action items for what is still open, and/or changes that may have been made since Crystal left and Diana took over.

Inter-Meeting Decisions

The Inter-Meeting Decisions made from May 04 to May 10, 2008, were read into the minutes. (See attached Woodwinds Board of Directors Inter-meeting Decisions.)

Community Member Concerns

Travis Collins advised the Board that a weed-eater was used to cut the grass at 2112-2116, or 2118 GWW and the grass was cut too short. He suggested that we try growing moss in some of the areas where grass won't grow. He indicated that we should also consider terracing and the use of French drains. (Travis' father is a landscaper.)

Committees Reports

No Committee Reports at this time.

Management Agent Report

The board reviewed the Management Agent Log and Action Items List with Diana.

Old Business

Property inspection. Board needs to conduct covenant violation inspection as soon as weather permits.

Teri has parking tags, as well as parking violation tags, if anyone needs them.

Check to see if LMA sent Statements of Account to **all** Woodwinds owners as part of comprehensive financial reconciliation of Woodwinds accounting. (This is an action item).

Other business may only be listed as action items (attached to these minutes).

Executive Session

Teri moved (seconded by Eric, approved by all), to go into Executive Session at 8:55 p.m. to discuss C and D. Following the closed session, the open meeting was reconvened at 9:05 p.m. It was announced for the record that:

1. Decision C: Board will write a letter to the Fairfax County Police, authorizing them to include Woodwinds (private property) on their patrol, including vehicle registration enforcement and animal control.
2. Decision D: Gay discussed what looked like gray paint on the ground behind a garden condo unit and that the furniture business appears to have ended and the unit is being cleaned up. No action to be taken at this time.

Date of Next Meeting

The next Woodwinds Board Meeting will be held on June 19, 2008, at 7:00 pm at the Glade Room.

Adjournment

The meeting was adjourned at 9:05 pm EDT

Attachments

New Woodwinds Action Item List

Woodwinds Financial Review

Item No	Action	Assignee
MAR03	Confirm that service contracts are posted on Woodwinds website (Need DEK, AAA, Clean Advantage & BRs)	Diana
MAR07	Send monthly report of new owners/residents with leases to Board (don't have yet – still need)	Diana
MAR12	Contact Woodwinds collections attorney for status of outstanding delinquencies, legal actions, etc.	Diana
MAR14	Inspect all exterior closet doors on townhouses	Diana
APR02	Follow up with Sylvia Brookover (2100 GWW #100) to ensure ceiling leak was fixed.	Diana
APR03	Contact Cutting Edge regarding leak in roof at 11620 ISC (roof under 2-year warranty from October 2006) – repair shingles at #300 and then bill back owner. Also repair shingles at #300 and bill owner.	Diana
APR04	Confirm all April covenants violations letters were sent (deferred)	Diana
APR05	Install hand railings at steps in front of 11613 and 11609 WBC (awaiting bids from RKS and Cutting Edge)	Diana
APR06	Review satellite dish resolution - deferred	Board
APR07	Provide list of expense categories used by LMA accounting department to Teri & Board	Diana
APR08	Rename Architectural Review Form to “Replacement Window/Door Change Request Form	Diana
APR11	Request invoices from Cutting Edge regarding previous work done on Clark unit; invoices may provide history of past work; Ron can help on this.	Diana
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.	Diana - defer
APR17	[restatement of APR17] Bring in another engineer/expert to investigate & determine if we need gutters, and if so, what size. Previous engineer said we didn't need them. Somebody reversed flashing too. Issue Request for Proposals for inspections of Woodwinds buildings and determine need and specifications for a gutter system.	Diana
APR18	Schedule one-time recording secretary for annual meeting on 17 November 2008). (Minute by Minute) – Verify this was done.	Diana

Item No	Action	Assignee
APR19	Send covenant violation letter to owner of taxicab at 11620 ISC	Eric
APR24	Provide Board with information on source of \$50 covenants violation fee – defer until next meeting	Diana
APR25	Send Statements of Account to all Woodwinds owners as part of comprehensive financial reconciliation of Woodwinds accounting - verify	Diana
APR26	Advise owners of 2108/300, 2100/101, 2102/301 that The Board approved waiving late fees	Eric/ Diana
APR28	Forward proposals to Board for erosion control work between Woodwinds and Colonial Green (HIGH PRIORITY)	Diana
MAY01	<p>Follow up with Sylvia Brookover (2100 GWW #100)</p> <ol style="list-style-type: none"> 1. Replace upper level carpet now and then get an engineer to inspect. 2. Clean or replace lower level carpet. If she doesn't want it, have her sign a release. <p>[Sylvia's door is wood – used to be metal. Check history to see if previous Board approved this. Hydrostatic pressure may be what is causing water to come up from the floor.]</p>	Diana
MAY02	Have EVA check Andy Palmer's unit to see how balcony is holding up	Diana
MAY03	Letter from ETC – get Balcony Study of 2004 from Parsons & then we will discuss it and the their proposal of May 9, 2008	Diana
MAY04	Get bids for "Crack Repair Sealing & Top Coat Parking Lot and Asphalt paths"	Diana
MAY05	Meet with Dominion to identify 43 lollipop lights that area on a monthly fee rather than metered.	Diana
MAY06	Schedule a continuation meeting ASAP with LMA regarding our financial documentation.	Teri
MAY07	Purchase brown paint for railings and townhouse utility room doors	Eric