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

Date: Thursday, June 19, 2008

Call to order: 7:00 pm EDT

Location: Glade 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
N/A			

Call to Order

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

Approval of Minutes

The minutes of the May 15, 2008 meeting were approved with some corrections, which Eric made and posted.

Review of Action Items

The action items from previous months the "MAR03" through "APR26" were reviewed.

Action Item MAY05 still open; the Board indicated to LMA that the issue of identifying the 43 lollipop lights that are on a monthly fee rather than metered.

Refer to Action Item list below.

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.)

Committees Reports.

No Committee Reports at this time.

Management Agent Report.

The Board reviewed the Management Agent Log and Action Items List. (See Action Item List attached below.)

Diana said it was Dave's intention that we only send accounting letters to those people who have something more than a zero balance; otherwise no need for everyone to raise questions. After some discussion, the Board agreed to send letters only to those members of the community who have more than a zero dollar balance.

Old Business

Property inspection. The board needs to conduct inspection for covenant violations as soon as weather permits.

New Business

The Board approved Stephanie Martinez' (11617 WBC) request to plant impatiens in existing flower beds outside of her unit.

Executive Session

Gay moved (seconded by Sharon and approved by all) to go into Executive Session at 8:20 p.m. to hold a closed session to discuss Items A, B, and C. Following the closed session, the open meeting was reconvened at 8:25 p.m. It was announced for the record that:

1. Decision: – The Board approved that a fine be assessed for a trash violation.
2. Decision: –The Board approved that a fine be assessed for a dog off leash violation.
3. Decision: Covenant violation letter sent to owner on June 9 had an incorrect hearing date and needs to be resent.

Date of Next Meeting

The next Woodwinds Board Meeting will be held on July 17, 2008 at 7:00 pm at the Glade Room.

Adjournment

The meeting was adjourned at 8:35 pm EDT.

Attachments

June 2008 Woodwinds Action Item List with combined Items Numbers.

ACTION ITEMS

Item No	Action	Assignee
5170 MAR03	Confirm that service contracts are posted on Woodwinds website (Need DEK, AAA, Clean Advantage & BRs)	Eric
4910 MAR07	Send monthly report of new owners/residents with leases to Board (VMS will not be have this ready for another 90 days)	Diana
5172 MAR12	Contact Woodwinds collections attorney for status of outstanding delinquencies, legal actions, etc.	Diana
5173 MAR14	Inspect all exterior closet doors on townhouses 1. Andy Palmer (11604 ISC) needs a new exterior door 2. Lenny Carter (11603 WBC) just needs his door painted	Diana
5188 APR02	Follow up with Sylvia Brookover (2100 GWW #100) to ensure ceiling leak was fixed.	Diana
4914 APR03	Contact Cutting Edge regarding roof at 11620 ISC 1. Roof/flashing leak (roof under 2-year warranty from October 2006 – repair should not cost WWCC.) 2. Repair shingles associated with installation of satellite dishes by resident of unit #101 and bill owner.	Diana
APR04	Confirm all April covenants violations letters were sent (deferred)	Diana
4919 APR05	Install hand railings at steps in front of 11613 and 11609 WBC (awaiting bids from RKS and Cutting Edge) – Diana reported this request had gone out for bid.	Diana
4917 APR06	Review satellite dish resolution - deferred Diana to write resolution – short & sweet – only to go on the brick firewalls. (Board discussed a deposit of \$150 being made and that the deposit will be returned when the dish is removed.)	Diana
APR07	Provide list of expense categories used by LMA accounting department to Teri & Board	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 - deferred

Item No	Action	Assignee
5169 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.	Deferred
APR24	Provide Board with information on source of \$50 covenants violation fee – defer until next meeting	Diana
APR26	Send Statements of Account to all Woodwinds owners as part of comprehensive financial reconciliation of Woodwinds accounting - verify	Diana
APR27	Advise owners of 2108/300, 2100/101, 2102/301 that The Board approved waiving late fees	Eric/Diana
APR29	HIGH PRIORITY – Forward proposals to Board for erosion control work between Woodwinds and Colonial Green Eric to send Diana the Report from meeting with RA & Teri in 2007 regarding Erosion Areas that need immediate attention.	Diana
MAY01	Follow up with Sylvia Brookover (2100 GWW #100) 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.	Diana
MAY02	Have EV Air check Andy Palmer's unit (11604 ISC) to see how balcony is holding up after renovation 2 years ago	Diana
MAY03	Letter from ETC – get Balcony Study of 2004 from Parsons & then we will discuss it and their proposal of May 9, 2008	Diana
4915 MAY04	Solicit bids for "Crack Repair Sealing & Top Coat Parking Lot and Asphalt paths"- received one; waiting for other 2. *Pavement Solutions just did Bentana Park, if you want to go see how it looks.	Diana
4916 MAY05	Meet with Dominion to identify 43 lollipop lights that area on a monthly fee rather than metered. (URGENT REQUEST) Teri/Eric to forward exterior lighting list to Diana	Diana
5184 MAY06	Schedule a continuation meeting ASAP with LMA regarding our financial documentation.	Teri
MAY07	Purchase the paint for hand railings for townhouses on Windbluff Court	Eric

Item No	Action	Assignee
JUN01	Inform Jackie Brathwaite (11612 ISC #101) that the Board approved payment for ten foot section of laminate countertop in kitchen. (Additional requests will be handled at a later date.)	Diana
JUN02	Send Diana the list of April covenants letters that were to be sent out	Eric
4919 JUN03	Create Resolution for Water Shut-off that includes a \$50 penalty for violating same (use April newsletter for guidelines to residents; additional info is needed for plumbing contractors when making site visits)	Diana
5278 JUN04	Research contract expiration dates	Jamie