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

Date: Thursday, July 17, 2008

Call to order: 6:55 pm EDT

Location: Glade Community Room, Soapstone Drive & Glade Drive, Reston, VA 20191

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
None			

Call to Order

The meeting was called to order at 6:55 p.m. EDT.

Approval of Agenda

Eric Orr moved (seconded by Gay Dillin, approved by all) to approve the agenda.

Approval of Minutes

Teri Jaeger moved (seconded by Eric Orr, approved by all) to accept the minutes of the 20 June 2008 board meeting.

Financial Report – Figures provided by LMA for July

Teri moved (seconded by Gay, approved by all) that by August 1st (or sooner); \$100,000 of the money we have in our checking account should be moved to CDs at Community Bank and be distributed so that all accounts have the full \$100,000 FDIC insurance. It should be

distributed so that there is approximately \$65-68,000 in our operating account, and the remainder would be "total in other accounts" in CDs. (This is an action item.)

Review of Action Items

See attached list.

Inter-Meeting Decisions

Not discussed.

Community Member Concerns

No community members present.

Committees/Presidents Reports

No Committee Reports at this time; no President's Report. There will be a mid-year Treasury Report.

Management Agent Report

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

Satellite resolution as discussed and the following changes were suggested by the Board:
[see attached document]

Old Business

No old business discussed.

Executive Session

Teri moved (seconded by Eric, approved by all), to go into Executive Session at 8:25 p.m. to discuss items 1 and 2 below. Following the closed session, the open meeting was reconvened at 8:35 p.m.. It was announced for the record that:

1. The Board voted to assess \$50 fines to the 3 pending accounts for covenant violations.
2. The Board agreed that letters that were found not to have been sent by Crystal, should still be sent out at the present time, with appropriate new hearing dates.

Date of Next Meeting

The next Woodwinds Board Meeting will be held on August 21, 2008, at 7:00 pm at the Glade Room.

Adjournment

The meeting was adjourned at 8:45 pm EDT

Attachments

New Woodwinds Action Item List

Woodwinds Financial Review

ACTION ITEMS

Item No	Action	Assignee
5187 MAR07	LMA is in the process of obtaining copies of all leases to be sent to Board, along with report of new owners/residents.	Diana
5172 MAR12	INITIATE PROCEEDINGS. Contact Woodwinds collections attorney for status of outstanding delinquencies, legal actions, etc.	Diana
5173 MAR14	Wrong door was replaced instead of Andy Palmer's door (11604), so he will get a new exterior door shortly. (Lenny's door was replaced.)	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. The Board okayed LMA to go ahead and have the work done.	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
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
APR24	Provide Board with information on source of \$50 covenants violation fee – defer until next meeting	Diana
MAY02	Have EVA check Andy Palmer's unit to see how balcony is holding up	Diana
4916 MAY05	URGENT REQUEST Meet with Dominion to identify 43 lollipop lights that area on a monthly fee rather than metered. (7 are metered)	Diana
MAY07	Purchase brown paint for railings and townhouse utility room doors	Eric
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

Item No	Action	Assignee
JUL01	Move, \$100,000 of the money we have in our checking account should be moved to CDs at Community Bank and be distributed so that all accounts have the full \$100,000 FDIC insurance. It should be distributed so that there is approximately \$65-68,000 in our operating account, and the remainder would be "total in other accounts" in CDs. This should be done by 1 August.	LMA
JUL02	Prepare a mid-year financial report.	Teri
JUL03	Contact Goldklang, Cavanaugh & Associates to do an immediate thirteen month audit for the period of January 1, 2007 through January 31, 2008 (not for one month as indicated in their letter).	LMA
JUL04	Review Satellite Dish Resolution after more changes are made my LMA. [See separate attachment]	Board
JUL05	Provide Board with a list of residents broken down by Tenant, All, and Owner. (LMA to search on TYPE of condo unit in the VMS database; if VMS cannot do it, then provide information in an Excel spreadsheet.)	LMA
JUL06	Resend July Violation letters to Diana for confirmation of mailing or new mailing. (A new Violation Log will started and be available at next month's meeting.)	Eric
JUL08	Research new VA law regarding maximum set-up fees that can be charged to new residents	LMA
4915 JUL09	Secure bids for "Crack Repair Sealing & Top Coat Parking Lot and Asphalt paths"- received one; waiting for other 2. *Pavement Solutions recently performed Bentana Park; Eric and Gay surveyed the work and thought it looked good. (Teri will forward to Frank Talbert for his review on behalf of WW)	Diana

Woodwinds Board Suggested Changes to Satellite Resolution

- A. They must submit an application to the Association for approval of their proposed antenna or a notice of installation of the antenna. When the Unit Owner submits an application, it must be submitted before installation and must include a \$150 deposition prior to installation.
- B. When the Unit Owner submits an application to the Association for approval of the antenna, the Association will review the application within 15 days. When the application meets all of the required criteria stated in the rule, the Association will rule on the application within 15 days of receipt of the application and issue a written notice of the ruling to the Unit Owner.
- C. Owners must file their applications/notices to the Association in writing at the following address:

**Woodwinds Council of Co-Owners
c/o LMA, Inc.
Attn Community Manager
P.O. Box 2070
Purcellville, VA 20134-2070**

- D. Either the Board, its designated committee, or the Association's managing agent may act for the Association, depending upon the Board's discretion.

III.

- A. Same
- B. Location
 - 1. The Association has designated the following locations as the only placement sites for antennas: (a) inside the unit; or on the surface of the brick firewall. No antenna may be mounted on the surface of the patio or balcony.
 - 2. Same
 - 3. Same
 - 9. The Unit Owner is responsible for ensuring that the points of penetration are property waterproofed and sealed in accordance with applicable industry standards and building codes.