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

**Date:** Thursday, August 21, 2008**Call to order:** 7:00 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
Jacques Bloomfield	11605 WBC		
S. Thompson, FFX Co Sheriff's Office (accompanied J. Bloomfield)	N/A (stated she was a new owner, but she does not live here)		
Lynn McPherson	2110 GWW #101		Arrived at 8:00 pm

**Call to Order**

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

**Approval of Agenda**

Teri moved (seconded by Sharon, approved by all) to approve the agenda.

**Approval of Minutes**

Teri moved (seconded by Eric, approved by all) to approve the 17 July 2008 board meeting minutes. Sharon indicated we should approve the minutes with the exception of changing the location to read Glade Room.

**Community Member Concerns**

Eric turned the floor over to Jacques Bloomfield. Jacques spent approximately 20 minutes recounting his complaint regarding unpaid condo dues and late fees had been mishandled by LMA and requested that any payment he made would satisfy the issue. The Board repeated its statement that the money for his February 2008 payment should be paid without condition since it was owed; LMA would determine if this fully satisfied the delinquency. The Board reiterated its willingness to waive late fees associated with this matter. Jacques presented the Board with a check, which was turned over to Diana. He was told that any further communications should be directed to Diana.

**Financial Report**

No report given.

**Review of Action Items**

See attached list.

**Inter-Meeting Decisions**

Not discussed.

**Committees/Presidents Reports**

No Committee Reports at this time; no President's Report.

**Management Agent Report**

**Exterior Lights.** Diana reported that she spoke with Dominion Electric and they have told her that the only poles we are responsible for are the two at the entrance off of South Lakes and the two poles at the entrance on Soapstone. [This is not correct.]

**Satellite Dish Resolution.** Diana will submit the appropriate language and will verify whether owners already have a satellite dish that should have been registered. Every new owner must register any satellite dish that he or she wishes to install on association property (the building firewall). Diana will ensure that the appropriate form is enclosed with the letter to be sent to the community requesting notification of satellite dishes. If there is more than one satellite on the existing roof, then the homeowner must submit a detailed description of the dish that uniquely identifies it and associates it with a unit.

**Asphalt Maintenance.** The Board reviewed the parking lot resurfacing contracts submitted to LMA. Eric moved (seconded by Gay, approved by all) to select Pavement Solutions.

Eric will coordinate with Craig Russell to have an onsite meeting and iron out all the details of the optional work we would like to have done. We would like to have the job spread out over a period of 2-3 days so that moving vehicles will have as little an impact on the community as possible.

**11612 ISC #100.** Gay Dillin submitted an estimate from the Floor Store for replacing her carpet that was damaged by water leaks. The Board agreed to the contract to approve same. (This was approved by all, with Gay abstaining.)

### **Old Business**

The board reviewed the erosion reports from Genesis; the FM Erosion report didn't arrive in time for the Board packet. Board agreed that a meeting should be scheduled to include RA Watershed Manager, Nikki Foremsky, to discuss these two plans soon after Labor Day so that progress can be made before winter.

### **Executive Session**

Eric moved (Teri seconded, & approved by all) that The Board go into Executive Session at 8:40 p.m. to discuss the items below. It was announced for the record that:

1. The Board agreed to fine resident \$50 for trash violation
2. The Board agreed to fine resident \$50 for trash violation
3. The Board agreed to defer fine of resident until next month per resident's request.

Following the closed session, the open meeting was reconvened at 8:45 p.m.

### **Date of Next Meeting**

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

### **Adjournment**

The meeting was adjourned at 8:50 pm EDT.

### **Attachments**

New Woodwinds Action Item List

**ACTION ITEMS**

<b>Item No</b>	<b>Action</b>	<b>Assignee</b>
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	Contact Woodwinds' collections attorney for status of outstanding delinquencies, legal actions, etc. ( <b>URGENT</b> )	Diana/LMA
MAR13	Ron has indicated this will be started early the last week of August. Both iron and wood fittings 11613 and 11609 WBC. <b>Brown paint</b> will need to be matched on the handrails.	Diana
MAY02	Coordinate with EV Air to check up on balcony repairs that were down some time ago to Andy Palmer's unit to see how the repairs are holding up.	Diana
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
JUL03	Secure revised contract from Goldklang, Cavanaugh & Associates by Sept. 1, 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).	Diana
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
JUL08	Research new VA law regarding maximum set-up fees that can be charged to new residents	Diana
AUG01	Send draft satellite dish resolution to legal counsel. (Diana returns the day after Labor Day.) Include the registration form with the letter when we send it out to all WW residents	Diana
AUG02	Contact the Clarks (11620 ISC #100) to ensure all follow-up work has been completed.	Eric
AUG03	Prepare a financial report for annual meeting.	Teri
AUG04	Contact RA Watershed Manager Nicki Foremsky to meet and discuss these two plans, sometime soon after Labor Day so we can get something done before winter.	Diana
AUG05	Schedule meeting with Pavement Solutions to discuss the optional services that Woodwinds needs done and act as POC for project. (Should hear from Craig on Monday)	Eric/LMA
AUG06	Follow-up in 30 days to see if we have received site maps and identification numbers for our pole lights from Virginia Dominion Power as promised.	Diana