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

**Date:** Thursday, September 18, 2008

**Call to order:** 7:00 pm EDT

**Location:** Langston Hughes Middle School (Health Room) , Ridge Heights Dr, Reston, VA

**Attendees – Board, Management, Service Providers**

✓	Address	Role
✓	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
Tilly Staples	2106 GWW #101	703-860-xxxx	

**Call to Order**

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

**Approval of Minutes**

Eric moved (seconded by Gay, approved by all) to approve the minutes of the 18 August 2008 board meeting.

**Financial Report**

Teri was not present so we did not review the Financials in any detail.

**Inter-Meeting Decisions**

Not reviewed.

**Community Member Concerns**

Tilly Staples recently purchased her unit (2106 GWW #101) and is concerned about a hole in the wood above her patio door (2<sup>nd</sup> level balcony) that was pointed out by a repairman to her unit. John Francis (Northern Virginia Roofing) went over to her place after giving his presentation to the Board, and inspected her unit, but it was too dark after leaving the Board meeting, to come to a definite conclusion.

**Management Agent Report**

**11616 WBC.** The board heard a proposal by John Francis of Northern Virginia Roofing (NVR) to make repairs to the balcony at 11614 Windbluff Court in connection with severe water leaks at 11616 Windbluff Court. The board voted to accept the contract for \$7200 from NVR (refer to proposal for details of work to be performed)

John Francis detailed the procedure he would use to make repairs. He said he would take the siding off, remove and replace the rusted scuppers and replace the missing downspouts, if RA will approve the wall designed downspouts. Said the concrete would be primed, finish coated and sealed with a urethane coating. John said the unit needs a 4-6" step-down – many of ours are too short.

**New balcony repair option.** John discussed the service his company can provide that would catalog everything our community needs fixed in terms of roofing, balconies, and associated maintenance (seal flashing, corrugated black plastic under the patio homes). Roof repair and maintenance would cost \$0.10 square foot or roughly \$16,690 for the whole community.

We all voted and agreed that the Clark unit (11620 ISC #101) should be used as a test case for repairing leak issues.

Diana will check to see if RA needs to approve the downspouts. The board asked John to look at the new railing used on Shane & Eddie's place and duplicate that on the Clark residence. We asked that John of the roofing company work with Ron of Cutting Edge on the Clark residence.

**Gutter Cleaning.** The Board agreed to add 3 more gutter cleanings that Maple Leaf offered to us at a 40% discount.

**Washington Gas contract.** Diana suggested we get a multi-year contract with our Gas company in order to get a cheaper rate over a longer period of time.

**Satellite dish resolution.** Satellite resolution was approved and will now be mailed out.

**2009 Budget.** The Board will review the proposed 2009 budget before the next board meeting.

**Rental Units.** As of September, Woodwinds has 29 units being rented.

**Hand railings.** Ron (Cutting Edge) has indicated the stair railings at 11613 and 11609 Windbluff Court would be started on 9/19/08 (it didn't). Brown paint for handrails must match the brown used on other railings and building trim.

**Review of Action Items**

[See attached list]

**Executive Session**

Eric moved (seconded by Sharon, approved by all), to go into Executive Session at 8:40 p.m. to discuss one item. Following the closed session, the open meeting was reconvened at 8:50 p.m.. It was announced for the record that:

The Board agreed that we should have our attorney contact owner to make arrangements for payments, and go ahead and file a lien, since owner owes the association nearly \$4,000 as of Sept. 2008. The board is willing to remove late fees but must see immediate payments.

**Date of Next Meeting**

The next Woodwinds Board Meeting will be held on October 16, 2008, at 7:00 pm in the Health Room at Langston Hughes Middle School.

**Adjournment**

The meeting was adjourned at 9:00 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
4919 APR05	Install hand railings at steps in front of 11613 and 11609 WBC.(Work supposed to start 9/19/2008.)	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	Draft Emergency Water Shut-off Rule; Diana to mail Eric a soft copy	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 laws putting a cap (\$50) on start-up fees that can be charged to new residents	Diana
AUG06	Follow-up with Virginia Dominion Power, as we did not receive the site maps as promised and identification numbers for our pole lights.	Diana
SEP01	Contact CINTAS to have fire extinguishers inspected	Diana
SEP02	Schedule meeting with Genesis to discuss their proposal for resolving erosion problem between Woodwinds and Colonial Green.  Meeting should include RA Watershed Manager Nikki Foremsky (after Labor Day) to discuss these two plans.	Diana
SEP03	Check Reserve Study and see if the Balconies should be next big project	Eric
SEP04	Schedule three additional gutter cleanings done this season by Maple Leaf at 40% discount. (One now, another at the end of October.)	Diana