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

**Date:** Thursday, October 16, 2008

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

**Location:** Langston Hughes Middle School Health Room, Ridge Heights Rd., Reston, VA

**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
Wilfred Byl	2118 GWW #101 11634 ISC	703-860-9065	
Stuart MacPherson	11618 ISC #200		

**Call to Order**

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

**Approval of Minutes**

Suzanne moved (seconded by Sharon, approved by all) to accept the minutes of the 18 September 2008 board meeting after corrections noted by Eric were made.

**Financial Report**

Teri brought various accounting reporting errors to the attention of Diana and the rest of the Board. Teri plans to meet with LMA in the next week or so to go over errors in the reports as well as changes in budget categories for various items.

### **Community Member Concerns**

**Wilfred Byl** reported various leaks with his two properties, 2118 Green Watch Way #101 and 11634 Ivystone Court, which have existed for the 34 years he has lived at Woodwinds. (He is an original owner of these 2 units.) Diana said she would contact him on Monday.

**Stuart MacPherson** petitioned the Board to recover \$150 in towing charges that he occurred during the parking lot resurfacing project when his vehicle was towed from the South Lakes tennis court parking lot between the Shadowood swimming pool and Bristol House community. The Board explained that they had no jurisdiction over the parking lot and suggested that he contact Reston Association, the owner of the tennis court and parking lot, to see if they could provide any relief.

### **Management Agent Report**

Review of Action Items

The Board will review the proposed 2009 budget before the Annual Meeting.

### **Executive Session**

Eric moved (seconded by Teri, approved by all), to go into Executive Session at 8:30 p.m. to discuss the items listed below. Following the closed session, the open meeting was reconvened at 8:54 p.m. It was announced for the record that:

1. The Board agreed with the proposal that was received regarding a schedule of payments from unit owner; Diana (LMA) suggested that the board still have the collections attorney file a lien on behalf of the association.
2. Unit owner will be paying us sometime in the near future according to our collections attorney; the board will take no action at this time.
3. Many residents on the delinquency list have not yet received late notices and should basically be ignored; most entries are less than 60 days old. Main focus should be the top ten entries on the list.

### **Date of Next Meeting**

The next Woodwinds board meeting will be the Annual Meeting held on Tuesday, 18 November 2008 at 7:00 pm EST in the cafeteria at Ridge Heights Middle School.

### **Adjournment**

The meeting was adjourned at 9:00 pm EDT

### **Attachments**

New Woodwinds Action Item List

**ACTION ITEMS**

Item No	Action	Assignee
4910 & 5187 MAR07	Reports to be produced by LMA (1) listing of owners & tenants; (2) list of leases received	Diana
MAY01	Carpet to be put in at Sylvia Brookover's unit per her request.	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
JUN02	Review Emergency Shut-off Instructions, along with email from Kiddco.	Eric/Diana
AUG06	Follow up with Dominion Power, as we did not receive the site maps as promised and identification numbers for our pole lights.	Diana
SEP03	Review new proposal from Genesis. If issues result from work (e.g., gullies appear), Genesis must to address them.	Diana
OCT01	Follow up with NVR regarding repairs to 11616 Windbluff Court (exterior and interior)	Diana
OCT02	Change "Cash reserves" to read "cash on hand" in financial statements. Check other reports; categories and information are wrong. (Consult with Teri.)	Diana
OCT03	Find out status of our 2007 (&Jan 2008) audits and report to Teri	Diana
OCT04	Prepare draft 2009 budget and fee schedule(s) for owner assessments	Teri
OCT05	Provide proposed 2009 budget to LMA so that LMA can prepare owner 2009 coupon books by December 1 <sup>st</sup> .	
OCT06	Investigate Wilfred Byl's water leaks at 2118 GWW #101 and 11634 Ivystone Court. Phone is 860-9065	Diana
OCT07	Arrange meeting with Ron Torkas (Cutting Edge) and John Francis (NVR) to discuss repairs at Clark unit (11620 ISC #101). Need invoices from Ron to see what's already been done. Frank Talbert may be able to give opinion (phone 703-928-7133).	Diana
OCT08	Change batteries in all smoke detectors in all garden condo buildings. [This needs to be charged to a condo line item such as lighting supplies]	Diana
OCT09	Confirm with legal counsel (Pia Trigiani) that association has right to inspect units that are for sale on the real estate market	Diana

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Item No	Action	Assignee
OCT10	Request multi-year contracts with guaranteed prices with gas company and other utilities (discussed at September board meeting)	Diana
OCT11	Mail annual meeting packet (notice, proxy, nomination form, meeting agenda, and budget) 21 days prior to Annual Meeting	Diana