
RIDDELL
MANAGEMENT SERVICES, INC.

PROPERTY MANAGERS • FINANCIAL MANAGERS • CONSULTANTS

January 25, 2007

The General Membership
Woodwinds Condominium
Reston, Virginia

Re: The Condominium Management Contract

Dear Member:

We are pleased to announce that we have been chosen as the new Managing Agent for Woodwinds Condominium. We will begin providing management services on February 1, 2007.

Under the supervision of the Board of Directors, Riddell Management will oversee Woodwinds' administrative and financial affairs. We will also seek to work closely with the Board and individual Unit Owners to promote good communications, and understanding of the opportunities as well as the problems that will arise from time-to-time. We invite all homeowners to contact the undersigned with any questions or suggestions.

Please continue to use the assessment payment coupons currently in your possession, when forwarding your February payments. ***However, please send your payments to the following address:***

***P.O. Box 650874
Sterling, VA 20165***

New coupon books will be mailed to you shortly.

All regular correspondence may also be sent to that same Post Office box.

Our office hours are 9:00a.m. to 5:00p.m., Monday thru Friday, but our pledge is to be available to the community whenever we are needed. **Call us at (703) 779-0783.** Please use our voice mail system when we are not immediately available

If a bona fide emergency should arise after regular business hours, requiring an immediate management response, please call the same number. In case of fire or medical emergency, always dial 911 immediately.

We look forward to working with all the Unit Owners at Woodwinds, and sharing in your pride in this fine community.

Sincerely,

F. R. Miller, Jr., CMCA
Community Manager

WOODWINDS COUNCIL OF CO-OWNERS
c/o Riddell Management Services
329 Sugarland Run Drive
Sterling, VA 20164

February 22, 2007

The General Membership
Woodwinds Condominium
Reston, Virginia

Dear Member:

Your Board of Directors and management office want to keep everyone properly informed, and this mailing refers to monthly assessments and other items of interest and importance.

New assessment payment coupons books have been ordered and, if they have not already arrived, you will receive them in a day or two. Please use them when forwarding your March payments. **Labels to address your remittance envelopes are on the inside, back cover.** Other information is also included in these books.

We could not transfer the **direct debit, electronic payment** feature from the prior management company and we can not offer this feature, at this time. Everyone should have forwarded there February assessment payment, by check or money order, by this time. If you have not yet sent your February payment, please do so, right away. Please be sure your unit address is on your check. The address to send your payment is:

P.O. Box 650874
Sterling, VA 20165

All regular correspondence may be sent to the address shown at the top of this page.

IMPORTANT

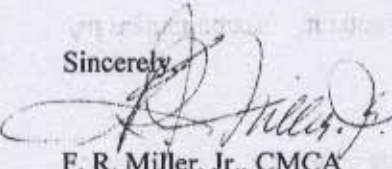
If you have any unresolved issues regarding repairs or maintenance in your unit, please do not assume that the information may have been given to the new management company. Contact the office, to discuss any outstanding issues in your unit. Your new Board has made a commitment that all open issues be determined, recorded and brought to a proper conclusion, and your cooperation is vital to a successful outcome.

The Board of Directors also requests that everyone please take the time to review the enclosed survey form, complete and return it to the office, in the enclosed postage paid envelope.

Our office hours are 9:00a.m. to 5:00p.m., Monday thru Friday. Call us at (703) 779-0783. Please use our voice mail system when we are not immediately available.

Effective March 5, 2007, our new office phone number will be (703) 406-2833.

Sincerely,



F. R. Miller, Jr., CMCA
Community Manager

WOODWINDS CONDOMINIUM
Community Survey

Please take 5 minutes to answer the following questions! Your answers are important and will help the board and committees to better serve you. Please return them in the enclosed, postage-paid envelope, as soon as possible.

1. Re monthly assessment payments: we may be able to leverage electronic payments for additional fees. Did you know that most financial institutions will write and mail hard checks on your behalf on a recurring basis so you don't have to worry about it? Would this be an acceptable alternative to you to help save excess fees?

Yes _____ No _____

If no, which method would you prefer, i.e. electronic fund transfer (EFT), automated clearing house (ACH), credit card, etc. _____

Or would you prefer to write and mail a check each month? Yes _____

No _____

2. Do you have and use email? Yes _____ No _____

If yes, what is your email address? _____

Do you feel email is an acceptable form of communication for critical and official mail? Yes

_____ No _____

Do you feel email is an acceptable form of communication for general information purposes? Yes

_____ No _____

3. On which committees would you like to volunteer and serve your community (please provide your name and address [email if applicable] and a good phone number so we can contact you!):

_____ Communications

_____ Finance

_____ Covenants

_____ Parking

_____ Landscaping

_____ Maintenance / Community

Suggested other committee(s): _____