

Village at Cordata Northside Condominium Association
Thursday, July 18, 2024 at 10:00 AM, via Internet ZOOM
Minutes of the Board of Directors

Board Members Present: Cherie Thomas, President; Jody McBee, Vice President; Rupert Ayton, Treasurer; Vale Hartley, Secretary; Linda Sheeks, Architectural Manager; Charlotte Martin, Member; and JoAnne Wyatt, Member.

Residents Attending: VACNCA IT (Hosts, Pete Asprey and Jerry Boles), Beverly Brownrigg, Judy Hultgren, Patty Liggett, John McBee, Rhea Ramsay, Stephanie Sarver, Cheryl Scheele, Earl Sheneman, and Jim Tragesser.

Property Manager: Rachel Long

1. Call to order: 10:01 AM by Cherie Thomas
2. Roll Call: by Secretary Vale Hartley. All Board members were present.
3. Members Open Forum: There were no comments from the membership.
4. Approval of Board of Directors Meeting Minutes from June 20, 2024:
Rupert Ayton moved to approve the minutes. Motion was seconded by Charlotte Martin. Minutes were approved.
5. Treasurer's Report: Rupert Ayton

Treasurer's July 2024 Report

Treasurer's Activities Report

1. 2023 Audit
 - a. We are wrapping up final details and expect the audit report very soon.
2. 2024 Reserve Study
 - a. Study draft is expected this week.
3. Investments update
 - a. At Edward Jones, we had 7 CDs with maturities ranging from 0 to 46 months (known as a maturity ladder) totaling \$130,000. The average rate was 4.08%.

We also have \$768.34 in a money market account earning 1%. \$12,000 matures on July 12 and will be rolled into a series of maturities.

- b. We have \$10,000 in a Treasury Direct account with a current yield of 3.94% and accrued interest of \$1,040.

4. June transaction review

- a. I have reviewed the invoices for June and all appear reasonable. Note we spent \$1,700 on sprinkler repairs in June. And our insurance premium of \$2,480 kicked in.

5. Member dues

- a. As of the end of June we had one delinquency totaling \$75, which comprised unpaid late fees.

Operating Fund Financial Report Adjusted for June Landscape Invoice

1. Balance Sheet at 6/30/24

- a. Total assets of \$74,935.36
- b. Liabilities of \$29,689.24
- c. Operating Fund Surplus of \$45,246.12

2. Revenue and Expense for the 6 months ended 6/30/24

- a. Revenues of \$151,084.73
- b. Expenses of \$126,064.85
- c. Operating net surplus for the year of \$25,019.88

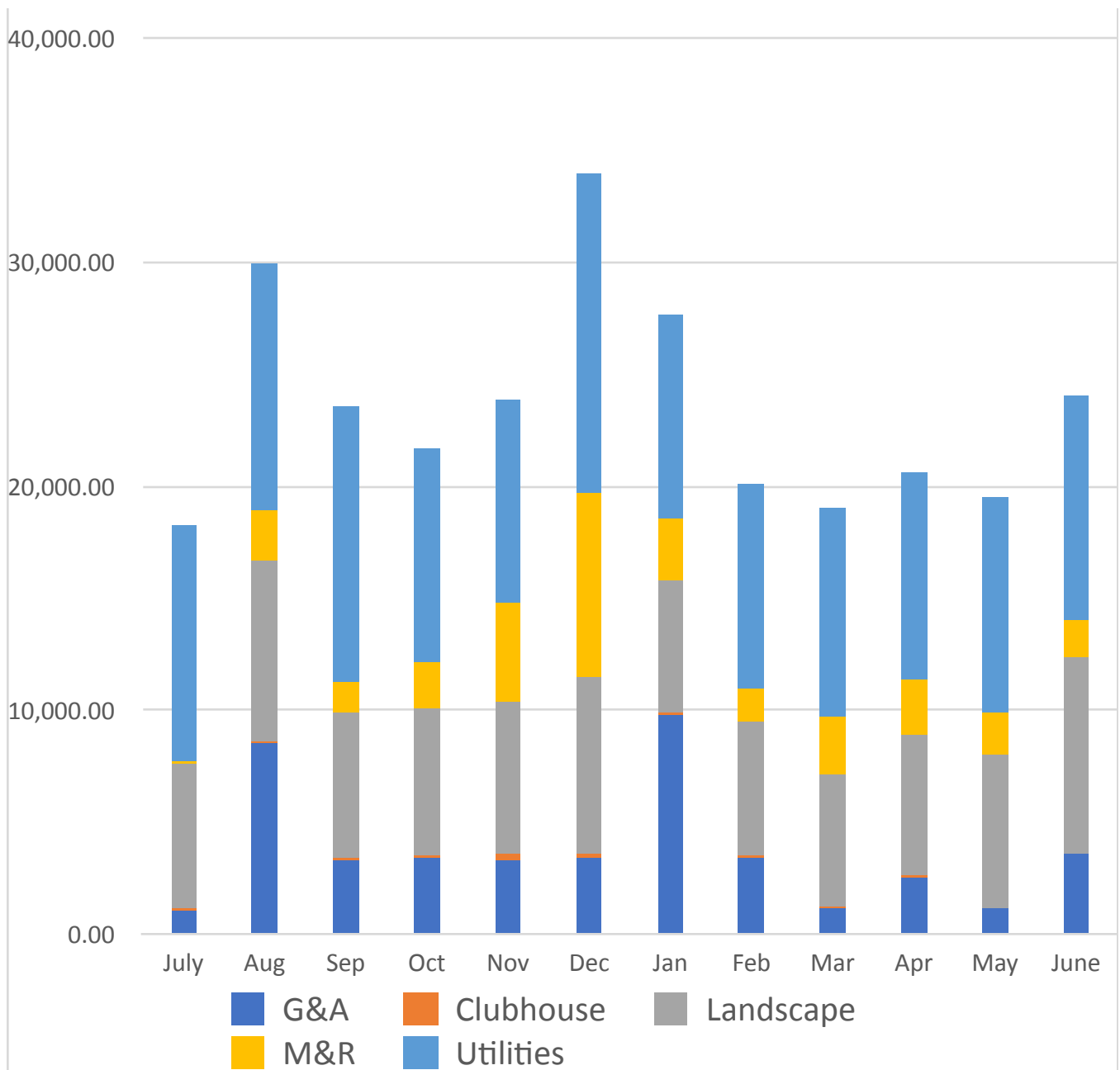
Reserve Fund Financial Report

1. Balance Sheet at 6/30/24

- a. Total assets of \$270,143.47
- b. Total reserves of \$270,143.47

2. Revenue and Expense for the 6 months ended 6/30/24

- a. Revenues of \$47,363.48
- b. Expenses of \$32,591.02
- c. Reserve net surplus for the year of \$14,772.46



12-Month Operating Expense Trend

6. Property Managers Report: Rachel Long said she had sent out an updated work order report last week. She asked that residents report wasp nexts to Access to be dealt with.

7. Committee Reports:

7.1 Architectural - Linda Sheeks

1. Three homes received new gutters. They all were original gutters installed when homes were built and were showing wear. The units were being painted this year, so it was an ideal time for gutter replacement. There are still 30 units with original gutters.

2. The six units, and the Clubhouse, designated for painting this year have been painted. Our paint contractor has kept the same price per unit for the last three years. We are getting a very good deal. He also picks up side jobs for individual owners (at their expense) so we are giving the company substantial business.

3. Replacement windows (15) are ordered. We came in way under budget so authorization was given for the window contractors to check each unit and re-caulk around frames where needed.

4. We used Scrub A Dub for our window washing this season. We had 33 unit owners sign up. I will work with them to coordinate a May/October schedule.

7.2 IT - Pete Asprey

1. Zoom setup/management/recording/reminders
2. Post Zoom recording, audio and transcription
3. Publish/distribute agenda/minutes (and other items)
4. Updated and reprinted clubhouse calendar
5. Updated the mailing lists (Residents) and web site address finder
6. Printed and distributed "1 Pager" Resident Reports to each unit
7. Updated Architecture's Unit History Database; reports sent to Linda Sheeks and Board members
8. Continued IT function sharing Jerry Boles.
 - o Zoom meeting support completed. Jerry will manage Zoom meetings.
 - o Jerry setup a shared DropBox for sharing large files
 - o Setup a shared notebook with sections for information about each IT function
 - o Completed some documentation of the shared notebook

7.3 Landscape - Rupert Ayton

Committee members present were Rupert Ayton, Sheila Johansen, Kris Carson and Louann Chapman. Jim Tragesser, Charlotte Martin, Beverly Brownrigg, and Donna Collier were absent.

1. The Committee set Tuesday the 23rd as the date for the bark mulch party. Rupert will rent a U-Haul pick-up at 9am and then go to Grow Source for a load of medium bark mulch. The mulching will start between 9:30am and 10am outside the clubhouse. We will use shovels and 5 gallon buckets and rakes to mulch. We'll drive around the circle first, mulching trees. Then mulch trees inside and outside the circle. And then common area dirt spots. If we have the energy, we'll get a second load. And maybe a third load. Then Rupert will gas-up and return the truck.

2. The Committee discussed the irrigation system and what went wrong on Box 8 (122/1222/1224). Rupert showed the box map and system unit/box/station cross references. Rupert later emailed images of the map and cross references to the Committee. Jim has volunteered to be emergency contact for sprinkler along with Rupert. Rachel asked Rupert to pass on to her the name and phone number of people who know how to turn off the irrigation system, in case of emergency. She also asked for a copy of the schematic of the system. Pete also asked for a digital copy to post on our website.

3. The Committee discussed tree watering. Kris and Bob Carson have been keeping the water bags full and running hoses on trees that need watering. We have 11 water bags on trees. We'll store those in the closet once we are finished with them. Rupert will purchase two more light-weight, 100 foot hoses for use and storage in the closet.

4. The Committee discussed Dogwood anthracnose. Some of the Dogwoods have leaves turning red/black and this would seem to be a common fungal blight. We will research the use of copper fungicide to control it. 1256 is the worst.

5. The Committee discussed the Maple at 1256 and Arbor Vitae at 1252, and stump grinding. There is also a dead burning bush at 1231. We will have Tim Davis the Tree Surgeon cut them down and grind stumps in the fall. We may have the stump ground by 1212 at the same time.

6. The Committee will purchase a red Rhododendron for 1203 on the 29th and plant it on the 30th.

7. The Committee discussed the rock garden plan for in front of the clubhouse. It will have Lavender, Huckleberry, dwarf Hemlock and other plants. Budget is around \$200. Rupert will change out the sprinkler before the planting starts on the 30th.

8. The Committee discussed the Mugo pine removal at 1220 and planting a Euonymus shrub. We will wait to see when Custom Cut gets to it, and maybe have Tim Davis cut it down and grind the stumps.

9. The Committee discussed Azalea pest control. The sprayer in the clubhouse was not working. We'll get new sprayer for next year. And monitor how well the Azaleas are doing.

10. The Committee discussed cutting back dead heather growth, especially behind the clubhouse. We will shoot for August and need volunteers.

7.4 Safety - Donna Collier was absent.

7.5 Social - Patty Liggett

1. Patty summarized social events held since the last Board meeting.
2. There will be an Ice Cream Social on July 30th at 2:00 pm.
3. On August 13, at 5:00 pm, the Board is sponsoring the annual VACNCA BBQ.

8. Unfinished Business - None.

9. New Business - None.

10. Announcements - JoAnne Wyatt shared that she has large plastic jars, if anyone wants some. Rupert asked about whether or not the electrical problem in the Clubhouse was fixed. Linda said it turned out to be the ground fault interrupter button on the kitchen wall; all is working well now. Cherie gave a "shout out" to Stephanie Sarver for her work on the newsletter.

11. Next Board Meeting Date: Thursday, August 15, 2024. Cherie mentioned that she has a medical procedure just prior to that date and might not be able to chair. Vice President Jody McBee will do so if needed.

12. Adjournment - Rupert Ayton moved to adjourn the meeting. Jody McBee seconded the motion, and it passed.

Meeting adjourned at 11:05 am by Cherie Thomas.
Minutes Submitted by Vale Hartley, Board Secretary.