

**Village at Cordata Northside Condominium Association**  
**Thursday, April 17, 2025 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; Linda Sheeks, Architectural Manager; Vale Hartley, Secretary; Bill Donahue, Member and Charlotte Martin, Member.

**Residents Attending:** VACNCA IT Host, Pete Asprey, Jerry Boles, Carl Foslien, Judy Hultgren, Patty Liggett, John McBee, Mike McGowan, Rhea Ramsay, Stephanie Sarver, Earl Sheneman, Jim Tragesser, and Barb Willis.

**Property Manager:** Rachel Long

1. Call to order: 10:00 AM by Cherie Thomas.
2. Roll Call: by President Cherie Thomas. All Board members were present.
3. Members Open Forum: Cherie Thomas. Bill Donahue asked about outside garage lights. This led to a discussion and a suggestion that the Budget Committee consider a plan for replacing the lights. Carl Foslien mentioned an article he had read about Sanitary Service acquiring smaller food composting totes.
4. Approval of Board of Directors Meeting Minutes from March 20, 2025. Rupert moved to accept the minutes; Jody seconded and the minutes were approved.
5. Treasurer's Report: Rupert Ayton  
Treasurer's April 2025 Report  
Treasurer's Activities Report
  1. Audit update
    - a. We are still waiting for the 2024 audit.
  2. Investments update
    - a. At Edward Jones, we had 10 CDs with maturities ranging from 2 to 60 months (known as a maturity ladder) totaling \$134,000. The average rate was 3.905%. We also had \$509.04 in a money market account earning 0.45%.
    - b. We have \$10,000 in a Treasury Direct account with a current yield of 2.96% and accrued interest of \$1,248.
  3. March transaction review
    - a. I have reviewed the invoices for March and all appear reasonable.

b. I have reviewed the bank reconciliations and all appear to be in order.

4. Member dues

- a. As of the end of March we 1 unit owing 1 month of dues and two months late fees, 1 unit 3 months late plus late fees, and 2 units 1 month late.

Operating Fund Financial Report

1. Balance Sheet at 3/31/25

- a. Total assets of \$87,713.83  
b. Liabilities of \$31,327.89  
c. Operating Fund Surplus of \$56,385.94

2. Revenue and Expense for the 3 months ended 3/31/25

- a. Revenues of \$78,799.21  
b. Expenses of \$63,272.27  
c. Operating net surplus for the year of \$15,526.94

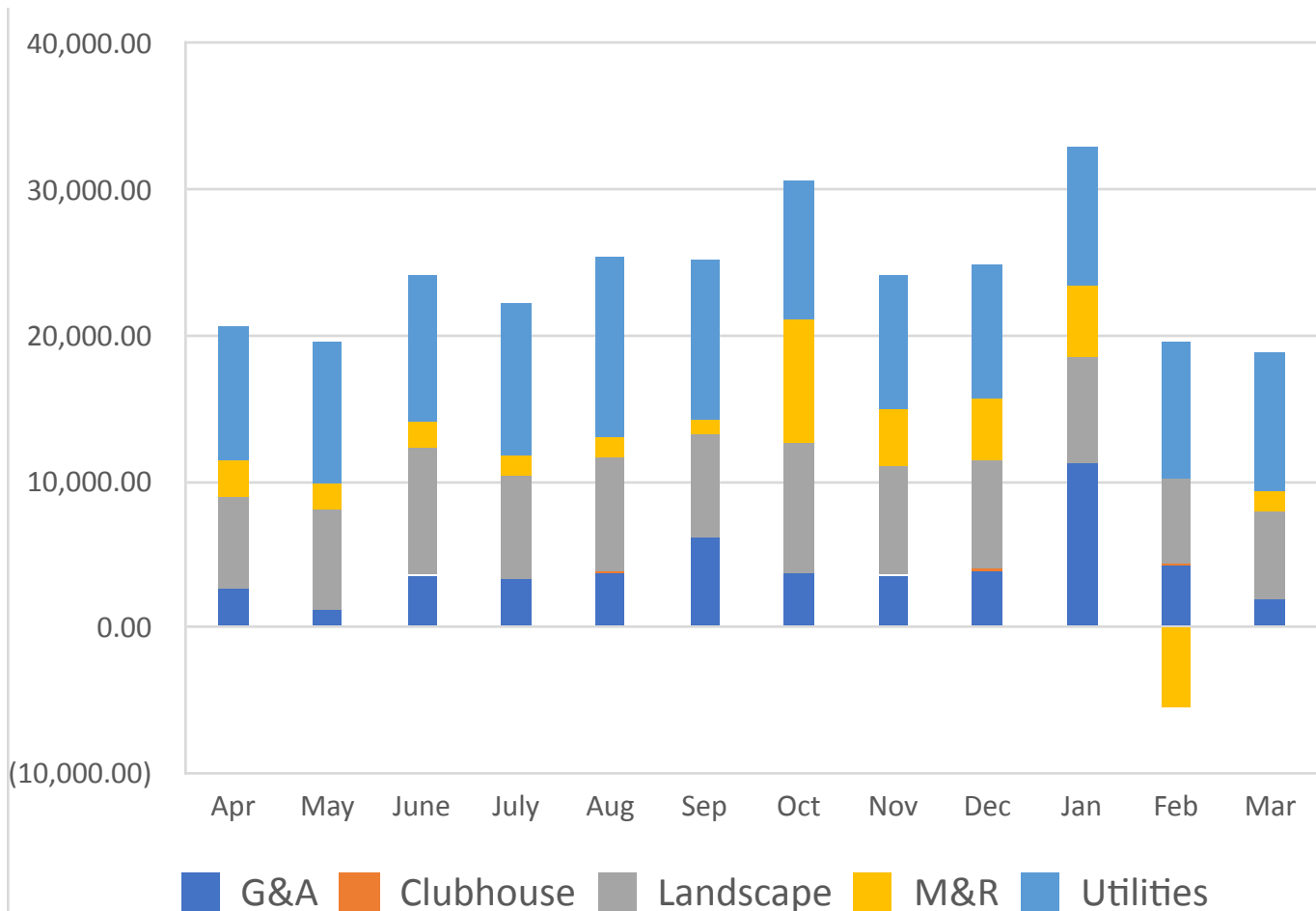
Reserve Fund Financial Report

1. Balance Sheet at 3/31/25

- a. Total assets of \$262,793.32  
b. Total reserves of \$262,793.32

2. Revenue and Expense for the 2 months ended 3/31/25

- a. Revenues of \$24,986.29  
b. Expenses of \$22,776.24  
c. Reserve net surplus for the year of \$2,210.05



## 12-Month Operating Expense Trend

6. Property Managers Report: Rachel Long. Rachel asked Rupert to clarify the process for landscaping requests: Should they be sent first to the Landscaping Committee? Rupert confirmed this. Rupert reported that there is a “dangerous (leaning) tree” by the pond near Festival. Rachel said she would notify Saratoga Commercial Real Estate.

### 7. Committee Reports:

#### 7.1 Architectural - Linda Sheeks

- Seven units (1256, 1221, 1233, 1246, 1200, 1198 and 1250) are being painted. She is waiting for color confirmation from two owners. Painting scheduled for May 2-16, weather permitting. Two units will need some siding/door repairs prior to being painted.
- Six units do not have sensors on their garage doors. Access will contact Bellingham Garage Door Repair to install sensors and conduct general maintenance of the equipment.
- Custom Cut has trimmed bushes from all units that will be painted.

- Rain Guard has inspected all units and the Clubhouse for moss on roofs and has applied moss treatment.
- Linda has contacted Lyndale Glass to get a second bid on window installation. They do not walk around and look for problems; unit owners need to identify problem windows. She also said that Leroy, our painting contractor, can install windows. This led to a discussion about using reliable window contractors with appropriate experience. Linda has had trouble getting timely responses from Doug at Country Glass. Rachel offered to get in touch with him.
- Edgar from Rain Guard talked to her about the likelihood that the roofs on our units could be due for replacement in as few as three years. He and his crew have noticed some issues with the shingles, etc. Rachel suggested getting a review by Axiom D7 Roofing, and then begin working with our Budget Committee as needed to communicate with unit owners, if necessary, about planning for roof replacement.

## 7.2 IT - Pete Asprey - IT Activity Report

04 15 2025 IT Activity Report

- Zoom Setup, Management, Recording, Audio, Transcription, Posting (Jerry B)
- Publish and distribute agenda/minutes/as needed
- Calendar maintenance, printing, posting
- "Mail is In" system has had issues

7.3 Landscape - Rupert Ayton. Rupert did not call a Landscape Committee meeting this month. The new owner in Unit 1208 asked to have some overgrown shrubs and heather pruned back, and for permission to take out a Mugo pine to make room for a heat pump. Custom Cut will do the pruning; the owner is responsible for removing the Mugo pine. Rupert wants to make a map of stumps to be ground so he can contact the grinder. There might be a dead plant at Unit 1203. Rupert will check with Don.

7.4 Social - Patty Liggett. Recent bingo game and potluck dinner went well. There will be an Afternoon Tea on April 29th at 2:00 pm. A Mexican Food Potluck dinner is planned for Monday, May 5th at 5:00 pm, hosted by Helen Roberts and Linda Sheets. Card games are still happening on Monday and Thursday afternoons. Wednesday Crafternoons will likely be discontinued due to low attendance.

7.5 Rules and Regulations - Jody McBee. There have been no comments or discussion. Therefore, the Board will vote on the draft in 30 days, at our May meeting.

8. Unfinished Business -

8.1 Drainage at Unit 1224 - The A Team has been digging around drain lines trying to find the clogged area, which is yet to be discovered.

8.2 Garage door sensors - JoAnne Wyatt. JoAnne is not present, but this topic was covered earlier in the Architectural Committee report.

8.3 Village at Cordata Condominium Association 4th of July Parade - Cherie Thomas. They are very interested in having our residents attend their parade at noon on July 4th. Bring your own chairs, and there will not be any parking.

9. New Business - Cherie Thomas.

9.1 Process for Unit repairs/improvements - Rupert Ayton and Vale Hartley. Vale used the recent replacement of a unit's front door as an example to discuss the process for making repairs/improvements to unit exteriors and, more broadly, to any common element component of a given unit. Rupert used replacing his hose bib as a further example, as well as the issue of taking down awnings during painting. Rachel said that all work that affects the outside needs to be done by a licensed and bonded contractor. The discussion also included structural changes made to the interior of units, like relocating walls. Rupert made a motion requiring any proposed structural change to the interior or exterior of a unit be submitted to Board for approval. Vale seconded the motion. The motion passed.

9.2 Replacement of a hose bib - Rupert Ayton. Cherie suggested that he just turn in a Work Order.

9.3 Replace stepping stones - Charlotte Martin. Charlotte wants to replace her smooth stepping stones with an aggregate version that has more traction, at her expense. Cherie said Board approval was not required.

10. Announcements - Cherie Thomas. Rachel Long read the news article (mentioned by Carl Foslien in the Members Open Forum) about the possibility of Sanitary Service offering smaller food compost toters.

11. Next Board Meeting Date: Thursday, May 15, 2025

12. Adjournment - Meeting adjourned at 11:27 by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.