

Village at Cordata Northside Condominium Association
Thursday, May 15, 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; and Bill Donahue, Member.

Residents Attending: VACNCA IT Host, Pete Asprey, Jerry Boles, Barb Green, Judy Hultgren, Patty Liggett, John McBee, Leslie McRoberts, Rhea Ramsay, Stephanie Sarver, Jim Tragesser, and Barb Willis.

Property Manager: Rachel Long

1. Call to order: 10:00 AM by Cherie Thomas.
2. Roll Call: by Secretary Vale Hartley. Charlotte Martin was absent.
3. Members Open Forum: Cherie Thomas. JoAnne Wyatt suggested we hire a contractor to repaint the yellow "speed bump" indicators on Northwind Circle. Rupert suggested we ask Huizenga Enterprises for a bid, and also consider doing it ourselves.

Cherie had two items to amend on the agenda: Move the Social Committee Committee report to item 4.5 (from 7.4 because Patty Liggett has to leave soon), and add item 8.3 Unit 1203 Rhododendron Issue - Rupert Ayton.

4. Approval of Board of Directors Meeting Minutes from April 17, 2025. Jody moved to accept the minutes; Rupert seconded and the minutes were approved.

4.5 Social Committee Report - Patty Liggett. Reminder that card games are played in the Clubhouse on Tuesday and Thursday afternoons. The April 29 Afternoon Coffee/Tea took place. May 5th will be a Cinco de Mayo Mexican Taco Bar dinner hosted by Linda Sheeks. On May 27th, Cindy and Earl Sheneman are hosting the Afternoon Tea at 2:00. A Potluck Dinner is scheduled for June 10, 5:00 pm, hosted by Judy Hultgren and Helen Roberts, details TBA.

5. Treasurer's Report: Rupert Ayton

Treasurer's May 2025 Report

1. Audit update

- a. We are still waiting for the 2024 audit. The auditor in charge was on parental leave. David and I are considering selecting a new auditor as for two years now the current auditor has been very slow. We may end up paying more for the audit, but it would help to receive it in a timely fashion. Also we still need to move the operating surplus from 2024 to the reserve.

2. Investments update

- a. At Edward Jones, we had 10 CDs with maturities ranging from 1 to 59 months (known as a maturity ladder) totaling \$134,000. The average rate was 3.905%. We also had \$621.85 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. April transaction review

- a. I have reviewed the invoices for April and all appear reasonable, although the gas bill for the Clubhouse seemed high. We still owe some plumbing expenses on the drainage issue. Moss treatment caused the April expenses a bit. I am checking on the water usage in Unit 5071.
- b. I have reviewed the bank reconciliations and all appear to be in order.

4. Member dues

- a. As of the end of April we have one unit owing \$125 of late fees. I have put in a query with Access.

Operating Fund Financial Report

1. Balance Sheet at 4/30/25

- a. Total assets of \$94,740.88
- b. Liabilities of \$36,303.78
- c. Operating Fund Surplus of \$58,437.10

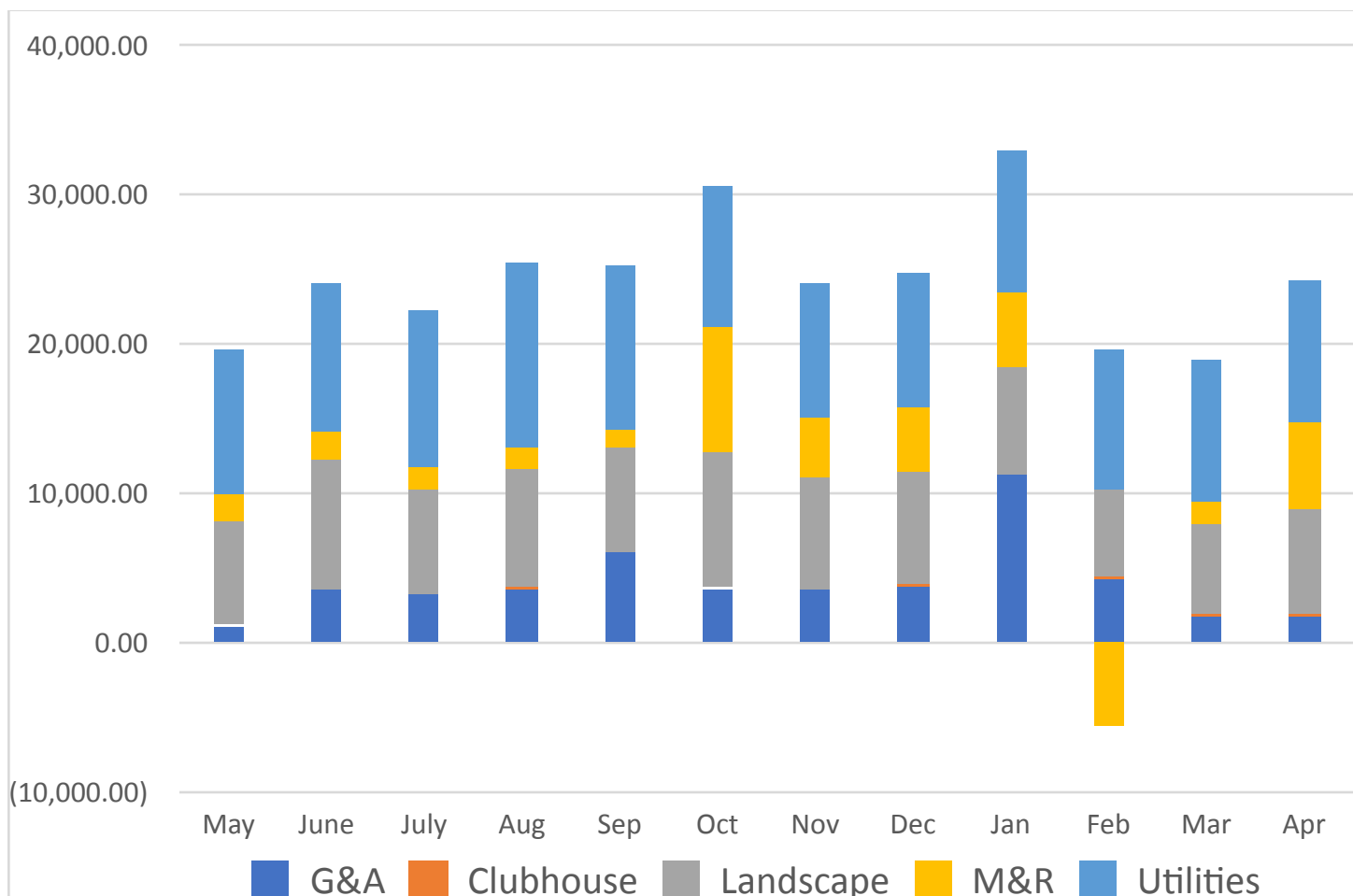
2. Revenue and Expense for the 4 months ended 4/30/25

- a. Revenues of \$105,069.21
- b. Expenses of \$87,491.11
- c. Operating net surplus for the year of \$17,578.10

Reserve Fund Financial Report

1. Balance Sheet at 4/30/25
 - a. Total assets of \$267,873.32
 - b. Total reserves of \$267,873.32
2. Revenue and Expense for the 4 months ended 4/30/25
 - a. Revenues of \$33,266.29
 - b. Expenses of \$25,976.24
 - c. Reserve net surplus for the year of \$7,290.05

Cherie asked about the drainage problem at Unit 1224. Rupert said the A Team checked the pipe, found it was blocked and put in new pipe. So Unit 1224 is fixed. He is working on a plan to get someone to work on it at Units 1220, 1222, and 1226.



12-Month Operating Expense Trend

6. Property Managers Report: Rachel Long. She has sent the Work Order Report to Linda and she has been in touch with the owner who has not been paying the correct dues amount. David Long is going to be looking for a new auditor.

7. Committee Reports:

7.1 Architectural - Linda Sheeks

- Garage doors - Owners in seven units do not have sensors on their garage doors. Bellingham Garage Door Repair has installed six sensors and new motor operators (because the existing ones were not modern enough to communicate with the sensors). The seventh will be done in June. Some owners asked for second remote controls, which cost \$45 each. Rupert made a motion that the owners be expected to pay for these second remotes. Jody seconded the motion and it was approved.
- Windows - Linda and Doug from Country Glass plan to walk around and check on windows. They will follow up on reports from owners and try to plan for windows on units that will be painted in 2026.
- Paint - All seven units that were scheduled for new paint have now been painted. Weather cooperated and this huge project is completed for this year. There are eight units, last painted in 2017, that will be looked at and it will be determined if they need painting in 2026. The number we paint also is based on our painter's price for each unit next year and what the Association budgets for a particular year. The cost was \$4,000 this year; Leroy (the painter from Hey Do You Need Your House Painted?) estimates that it will be \$4,200 next year. She and Leroy are going to do a visual inspection to look for siding issues in the 2026 units, too.
- Siding - We ran into several siding issues this year on units being painted and on another not being painted. In three units, extensive siding was replaced due to wood rot. In another unit, the entire stairs leading down to patio was rotted and had to be rebuilt. Two of these units required windows to be taken out in order to take out and replace wood.

- Gutters - Three units are receiving new gutters this month.
- Roads/Curbing - Rupert and I are scheduled to do a walk around in early June with Joey from Huizenga Enterprises that does our asphalt and curb repairs. This year's focus will be on curbing repairs and there are a couple minor patch jobs that need to be done on roadway.
- Sign - Linda thinks the street name sign ("Northwind Circle" at the stop sign when entering our development) needs to be repainted, and the sign post needs to be replaced. Board members should look at it and give her feedback.
- Architectural Review Committee (ARC)- Linda held a meeting of the ARC. The committee talked about a number of issues, but focussed primarily on planning to replace roofs. At Rachel's recommendation, Linda will follow up with Jose at Axiom Roofing for a consultation. Linda noted that roofs were replaced in 2006-2009 at a cost of about \$395, 000. She plans for the ARC to meet quarterly.

7.2 IT - Pete Asprey - IT Activity Report

05 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 - remove backup system to avoid duplication
- Began website file naming consistency changes

7.3 Landscape - Rupert Ayton.

VACNCA Landscape Committee Meeting Minutes

May 5, 2025, 3:30pm

- Discussed committee roles. Need a secretary who can set meetings, track agendas, and take minutes; need to set a standing date for meetings
- Discussed removing dead Maple at Patty's house; Rupert will contact Don
- Discussed replacing removed Maple at 1256 after stump grinding
- Discussed Euonymus shrub for 1220 after stump grinding

- Discussed Stump grinding; Rupert will inventory need and contact Tree Surgeon
- Discussed dead heather clean up party and will find date in early June
- Discussed dead Photinia on Festival; Rupert will contact Don; a replacement Photinia will need to be watered
- Discuss dead shrub on side of 1268 and one in back; Rupert will contact Don
- Discussed landscape requests: Leslie McRoberts request is ok as mainly a board approval; Kris Carson request to plant a Rhoddie was approved
- Discussed Rhoddie at 1203; will monitor to see if it puts out growth
- Discuss bark mulching along sides of 1200 and 1268; will plan a bark mulch party for the summer
- Discussed flooding issues and drainage; need to find where drain pipes run; Rupert will contact Dominic to see if we may be able to hire him to dig and find the pipe
- Discussed irrigation survey; will ask Louann if she will again facilitate when she returns
- Discussed bare lawn areas; will try to plant some Creeping Thyme, Kris Carson will find out more about cost and planting
- Discussed replacement tree selection; Kris Carson will find out how much Japanese coral bark Maple will cost

Michael from Custom Cut has been absent due to hand surgery. Former employee, Dominic, has been filling in a bit.

7.4 Social - Patty Liggett. Covered above under Item 4.5.

8. Unfinished Business -

8.1 Drainage at Unit 1224 - Covered earlier at the end of Item 7.

8.2 New Rules and Regulations - Jody McBee. She submitted the latest draft for Board Approval. It has been published and on display in the Clubhouse for the past month for residents to review. No comments have been received. Rupert moved to accept the new document; Linda seconded the motion. It passed. Vale will make sure all owners receive printed copies and that a pdf version is sent to Access. Rachel will update the copy that is included with Resale Certificates.

8.3 Unit 1203 Rhododendron Issue - Rupert Ayton. He made a motion stating the the Association will grind out the stump and replace the rhododendron that was removed from the front of Unit 1203 without permission, with the costs to be paid by the owner. Vale seconded it. There was some discussion. then the motion was approved.

9. New Business - Cherie Thomas.

9.1 Requests for Changes to Exterior of Unit 1221 - Leslie McRoberts. Leslie submitted two requests, one to replace the outdoor faucet in the back by the deck (and have it moved a few inches to the right for easier access, and the second to install an ADA compliant handrail (from Promenaid) at the front steps, both at her own expense. Her requests were approved.

10. Announcements - Cherie Thomas. Residents in Unit 1227 have been feeding birds. After some discussion, it was decided that this is a violation of the Rules and Regulations, section J.10 Pets and Wildlife. It will be treated as a First offense under Section O. Enforcement of the Governing Documents, which requires a Warning Letter and a call from the Board. Cherie will take care of it.

Bill Donahue reported on the recent Cordata Neighborhood Association meeting. The city is seeking input via a survey about its Community Streets Program; the Cordata Neighborhood is included in this year's purview. He also mentioned the Click Fix tool for telling the city about problems that need fixing.

11. Next Board Meeting Date: Thursday, June 19, 2025

12. Adjournment - Meeting adjourned at 11:25 by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.