

Village at Cordata Northside Condominium Association
Thursday, August 21, 2025 at 10:00 AM, via Internet ZOOM
Minutes of the Board of Directors

Board Members Present: Cherie Thomas, President; Rupert Ayton, Treasurer; Linda Sheeks, Architectural Manager; Vale Hartley, Secretary; Charlotte Martin and Bill Donahue, Members.

Residents Attending: VACNCA IT Host, Pete Asprey, Jerry Boles, Karl Foslien, Trudy Foslien, Sylvia Hampson, John McBee, Rhea Ramsay, Stephanie Sarver, Earl Sheneman, Jim Tragesser, Karen Weitzel, Barb Willis and JoAnne Wyatt.

Property Manager: Rachel Long

1. Call to order: 10:00 AM by Cherie Thomas.
2. Roll Call: by Secretary Vale Hartley. All Board members were present.
3. Members Open Forum: Cherie Thomas. Cherie added an item to the agenda: from Linda Sheeks about window screens.
4. Approval of Board of Directors Meeting Minutes from July 17, 2025. Rupert moved to approve the minutes; Linda seconded and the minutes were approved.

Cherie Thomas took some time here to explain the differences between "Common" and "Limited Common" elements, as defined in the "Sixth Amendment to Declaration Containing Revised and Restated Declaration of Condominium...." dated February 1, 1994, Articles V and VI.

5. Treasurer's Report: Rupert Ayton

Treasurer's August 2025 Report

Treasurer's Activities Report

1. Reserve study update
 - a. We have received and distributed the 2025 reserve study
2. IRS taxes due
 - a. We discovered that the IRS had not received our tax returns for 2022 and 2023 and thus were assessing a penalty. We have refiled those returns.
3. Investments update
 - a. At Edward Jones, we had 10 CDs with maturities ranging from 10 to 60 months (known as a maturity ladder) totaling \$135,000. The weighted average rate was 3.936% We also had \$717.16 in a money market account earning 0.45%.
 - b. We have \$10,000 in a Treasury Direct account with a current yield of 1.9% and accrued interest of \$1,404.

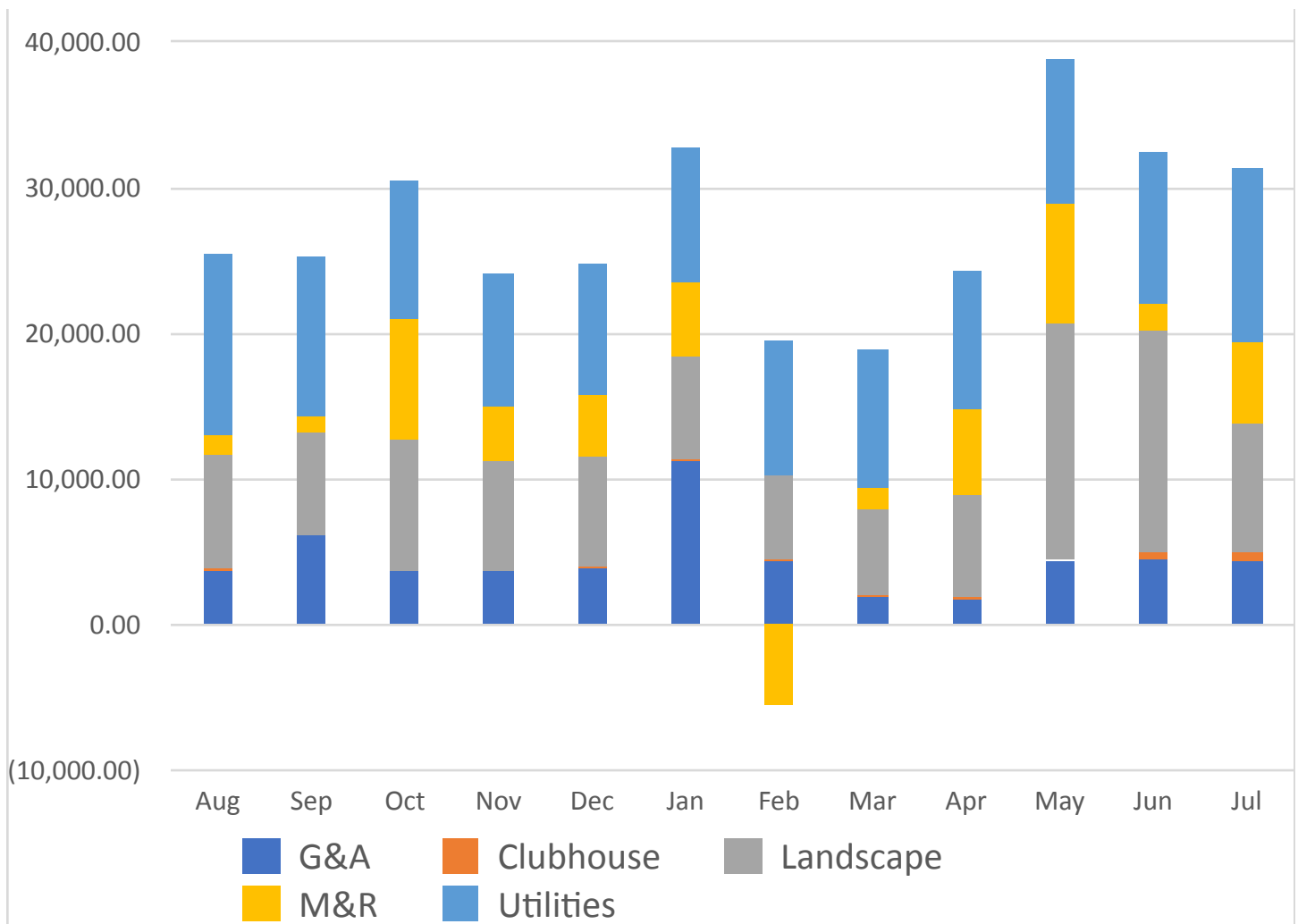
4. July transaction review
 - a. I have reviewed the invoices for July and all appear reasonable.
 - b. I have reviewed the bank reconciliations and all appear to be in order.
 - c. We are still waiting to resolve the \$3,300 overpayment on our painting contracts.
5. Member dues
 - a. As of the end of July we have 1 unit owing a \$25 late fee and one unit owing \$375 in late fees and partial dues.

Operating Fund Financial Report

1. Balance Sheet at 7/31/25
 - a. Total assets of \$92,725.22
 - b. Liabilities of \$40,066.98
 - c. Operating Fund Surplus of \$52,658.24
2. Revenue and Expense for the 7 months ended 7/31/25
 - a. Revenues of \$183,868.90
 - b. Expenses of \$170,548.66
 - c. Operating net surplus for the year of \$13,320.24

Reserve Fund Financial Report

1. Balance Sheet at 7/31/25
 - a. Total assets of \$244,524.80
 - b. Total liabilities of \$0
 - c. Total reserves of \$244,524.80
2. Revenue and Expense for the 7 months ended 7/31/25
 - a. Revenues of \$58,384.78
 - b. Expenses of \$74,443.25
 - c. Reserve net deficit for the year of <\$16,058.47>



12-Month Operating Expense Trend

With regard to Item 5, Member Dues, Rachel Long suggested sending a strongly worded registered letter from the Board. She also said we can only recoup six months of delinquent dues.

Rupert announced that there is now toilet tank dye in the Clubhouse closet for residents wishing to check for toilets that have running water.

Item 4.c generated a lot of discussion regarding how the \$3,300 overpayment to the painters came to be. There was discussion, too, about an invoice for Clubhouse furnace maintenance, and then Bill Donahue asked what we income pay income tax on.

6. Property Managers Report: Rachel Long. She said the work orders look okay, no other news.

7. Committee Reports:

7.1 Architectural - Linda Sheeks

7.1.a Outside dryer vents cleaned

7.1.b Fire extinguisher at Clubhouse serviced

7.1.c Replacement windows for this year here. Doug will begin installing next week.

7.1.d Contract with Huizenga for snow removal. Current contract goes thru 12/25. Cherie and Rachel will be notified around end of Sept with info on 2026 Contract and rates.

7.1.e Painter overpayment issue - Linda gave a brief history of the situation. The painter has not been returning Linda's calls, etc. She will get all of this information to Rachel to see if she can support our efforts to be reimbursed for the overpayment.

7.2 IT - Pete Asprey - IT Activity Report

August 2025 IT Activity Report

7.2.a Zoom Setup, Management, Recording, Audio, Transcription, Posting (Jerry B)

7.2.b Publish and distribute agenda/minutes/other board information as needed

7.2.c Calendar maintenance, printing, posting

7.2.d Added new owner to database

7.3 Landscape - Rupert Ayton.

Landscape Committee Meeting Minutes

August 7, 2025

Members present: Rupert Ayton, Louann Chapman, Stephanie Sarver, Jim Tragesser, and Kris Carson

Charlotte Martin, Sheila Johansen, and Donna Collier were absent

1. Discussed Tim Davies' (The Tree Surgeon) offer of free wood chips. Committee is okay with leaf and other organic debris mixed in with chips as that will decompose and add to the nutrient base for hedge. Will wait to see if Tim contacts Rupert about offer.
2. Discussed Creeping Thyme. Five of six plants are alive. Will continue to water during dry season and monitor progress.
3. Discussed replacement plant for heather at 1210. Committee suggested a Spirea and will check with owner for approval.
4. Carsons will fill water bags until Aug. 21 and will email a reminder for someone to fill during late August and September. Louann volunteered Paul. ☺
5. Irrigation surveys will be distributed to owners and Louann will collate results. Proposal to reduce irrigating lawn areas to conserve water will be discussed with board. Discussed current state of irrigation system and need for future repairs and possible creation of a replacement plan.
6. Proposal for owners to be responsible for hardscape items like bender boards will be discussed with board.

7. Proposal for owners to be responsible for removal of existing shrubs not on VACNCA's approved shrub list will be discussed with board.
8. Discussed Don Water's proposal for stump grinding. Committee wondered about seeking other bids and concern about identifying and marking underground utilities. Rupert will look into utility identification.
9. Discussed possible employment of Dominique White for jobs not in Don Water's contract including seeking stump grinding bid and refreshing mulch in shrub beds.
10. Discussed work order system and challenges associated with completion. Kris agreed to assist with monitoring work completion for landscape jobs requested of Don.

Next meeting: Thursday, September 4th, 10:00 AM.

7.4 Social -Charlotte Martin. The August barbecue, organized by Gina Lewis and John Onorato was a success. An ice cream social is planned for August 26th. Game days continue on Monday, Thursday and Friday afternoons.

8. Unfinished Business -

8.1 Clubhouse chair replacement - Charlotte Martin. Topic was discussed with a recommendation to get cost information to the Budget Committee.

8.2 Patio/sidewalk repair/replacement at Unit 1250 - Linda Sheeks. Estimates for patio replacement were \$6,600 - \$9950. No action was taken. Cherie will tell the owner that the patio will not be replaced.

9. New Business-

9.1 Storm doors - Linda Sheeks. Discussion began with snow removal. We agreed to sign up for snow removal with Huizinga again this year. Window screens at Unit 1209 were damaged during siding repair. Linda will get them repaired/replaced. New storm doors need to be approved by the Board. Replacing existing storm doors does not need to come before the Board.

9.2 Dog issues - Cherie Thomas. Two events related to dogs have been addressed.

9.3 Landscape issues - Rupert Ayton.

9.3.a Rupert made a motion to reduce the irrigation sprinkler head pressure on all lawn sprinklers, and to remove excess sprinkler heads, in order to help curb excess irrigation water run off. The motion was approved.

9.3.b Rupert made a motion that states that gravel walkway border boards along the sides of units may be removed and/or replaced at the owner's cost. The motion passed.

9.3.c Rupert moved that the Board officially approve the published plant list obtained from The Village at Cordata. The motion passed.

9.4 Common vs. limited common elements - Cherie Thomas. This topic was addressed earlier in item in the Treasurer's Report, after the Operating Expense Trend chart.

9.5 Neighborhood Crime Watch Sign - Vale Hartley. No motion needed. It will be kept.

10. Announcements - Cherie Thomas. Thanks to Bill Donahue for filling in as an interim Board member. This is his final Board meeting.

11. Next Board Meeting Date: Thursday, September 18, 2025

12. Adjournment - Meeting adjourned at 12:17 by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.