

**Village at Cordata Northside Condominium Association**  
**Thursday, October 16, 2025 at 10:00 AM, via Internet ZOOM**  
**Approved Minutes of the Board of Directors**

**Board Members Present:** Cherie Thomas, President; Jody McBee, Vice President; Rupert Ayton, Treasurer; Vale Hartley, Secretary; Charlotte Martin, Member; and Leslie McRoberts, Member. Linda Sheeks was absent.

**Residents Attending:** VACNCA IT Host, Pete Asprey, Jerry Boles, Bill Donahue, Karl Foslien, Trudy Foslien, Barbara Green, Larry Green, Judy Hultgren, John McBee, Rhea Ramsay, Ron Roberts, Stephanie Sarver, Cheryl Scheele, Earl Sheneman, Jim Tragesser, Karen Weitzel, Barbara Willis, and JoAnne Wyatt.

**Property Manager:** Rachel Long

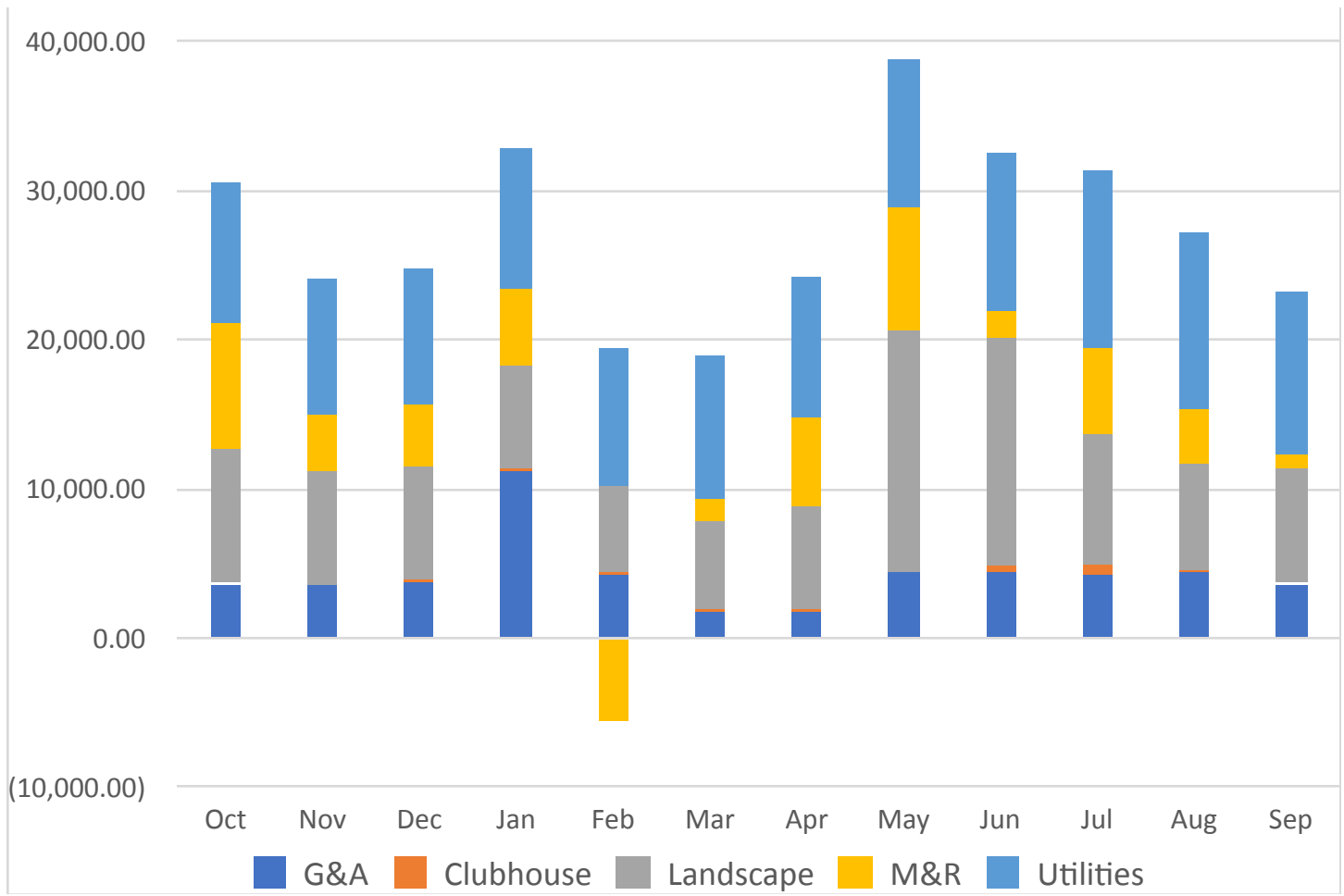
1. Call to order: 10:00 AM by Cherie Thomas.
2. Roll Call: by Secretary Vale Hartley. Linda Sheeks was absent.
3. Members Open Forum: Cherie Thomas. There were no topics.
4. Approval of Board of Directors Meeting Minutes from September 18, 2025. Charlotte moved to approve the minutes; Leslie seconded and the minutes were approved.
5. Treasurer's Report: Rupert Ayton
  1. IRS taxes due
    - a. An appeal was filed electronically with the IRS regarding taxes due on the 2024 return. It appears that the 2022 and 2023 returns were not submitted and so their expected refund was not credited to the 2024 taxes due, as planned. In addition, the 2024 return may have been incorrectly calculated, but determining an resolving that will be the responsibility of the new audit firm.
  2. Investments update
    - a. At Edward Jones, we had 10 CDs with maturities ranging from 7 to 58 months (known as a maturity ladder) totaling \$136,000. The weighted average rate was 3.936% We also had \$1,080.49 in a money market account earning 0.40%.
    - b. We have \$10,000 in a Treasury Direct iBond with a current yield of 2.86% and accrued interest of \$1,460. It's redeemable on or after 8/1/27 and matures 8/1/52.
  3. September transaction review
    - a. I have reviewed the invoices for September 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 August, one unit owed \$475, and one unit held in estate owed \$1,200.

## Operating Fund Financial Report

1. Balance Sheet at 9/30/25
  - a. Total assets of \$89,235.25
  - b. Liabilities of \$34,538.87
  - c. Operating Fund Surplus of \$54,696.38
2. Revenue and Expense for the 9 months ended 9/30/25
  - a. Revenues of \$236,449.08
  - b. Expenses of \$221,090.70
  - c. Operating net surplus for the year of \$

## Reserve Fund Financial Report

1. Balance Sheet at 9/30/25
  - a. Total assets of \$264,814.56
  - b. Total liabilities of \$0
  - c. Total reserves of \$264,814.56
2. Revenue and Expense for the 9 months ended 9/30/25
  - a. Revenues of \$75,049.36
  - b. Expenses of \$70,818.07
  - c. Reserve net surplus for the year of \$4,231.29



## 12-Month Operating Expense Trend

6. Property Managers Report: Rachel Long. She reported that David Long will be back in town on October 21, and she thanked the Board for meeting with them last week.

## 7. Committee Reports:

7.1 Architectural - Cherie Thomas read Linda Sheeks' report (due to Linda's absence).

- Huizenga Enterprises submitted an estimate of \$6,442 to fill the cracks between the asphalt driveways and aggregate sidewalks at identified units.
- Country Glass will complete all scheduled window installations this week.
- Foundation Restoration has submitted a bid of \$3,370 to fortify the foundation under Unit 1204.
- No update on the \$3,300 payment dispute with the painters.
- All of these items are on the agenda as Unfinished Business, so decisions were deferred to later in the agenda.

7.2 IT - Pete Asprey - IT Activity Report

- Zoom setup, management, recording, audio, transcription, posting (Jerry B)
- Publish and distribute agenda/minutes/other board information as needed

- Calendar maintenance, printing, posting
- Website backup
- Began audit of data

### 7.3 Landscape - Rupert Ayton. No meeting held this month.

- Work Updates:
  - All stumps ground except one missed at 1204 (to be readdressed).
  - Mulch project complete, slightly over budget (+\$25).
  - Irrigation shut down and drained for winter.
- Pending Decisions:
  - Tree and shrub replanting delayed until spring.
  - Soil aeration proposed for 2026 budget.
- Committee Leadership: Rupert stepping down end of 2025; successor needed.

### 7.4 Social - Charlotte Martin reported on recent social events.

- Recent events: Root beer float social, potluck dinner.
- Clubhouse chairs are breaking; quote being sought for new stackable padded chairs with arms (\$50–\$75 each). See Unfinished Business 8.1.
- Board discussed funding source (possible reserve fund item).
- Ongoing: Monday/Thursday/Friday game sessions, hosts needed for future events.

### 7.5 Budget - Rupert Ayton. No new activity to report. Budget work delayed due to tax and painting issues; meeting planned for late October or early November.

### 7.6 Nomination - Jody McBee.

- Upcoming vacancies discussed:
  - Vale Hartley (Secretary)
  - Rupert Ayton (Treasurer)
  - Leslie McRoberts (interim appointment)
- Shirley Nyland agreed to run for an at-large seat.
- Discussion about staggering board terms and clarifying election process.
- Action: Vale, Cherie, Jody, and Rachel to clarify ballot structure before finalizing.

## 8. Unfinished Business -

### 8.1 Progress report on Clubhouse chair replacement - Charlotte Martin.

- Confirmed as reserve fund item.
- Plan: Purchase one sample chair before bulk order.

- Charlotte to research Amazon pricing.

8.2 Sidewalk repair at Unit 1250 - Cherie Thomas. Was discussed earlier in 7.1 Architectural report. Bid: \$6,442 (Huizenga).

- Discussion: Majority felt repairs not necessary for safety; committees need clearer mandates.
- Motion: Charlotte Martin moved not to approve repairs.
  - Seconded by Rupert Ayton.
  - Motion passed unanimously.

8.3 Payment to painter - Cherie Thomas.

- Disputed \$3,300 overpayment.
- Rupert attempted contact; no response.
- Rachel to contact Leroy as third party to attempt resolution.
- Mixed opinions on pursuing small claims vs. writing off.
- Action: Rachel to follow up and report next meeting.

8.4 Foundation restoration work at Unit 1204 - Cherie Thomas.

- Bid of \$3,370 approved for structural post replacement.
- Consensus: Proceed without formal motion.

9. New Business-

9.1 WSCAI Journal Aug/Sep 2025 issue articles - Cherie Thomas.

9.1.a HOA decision-making and new board meeting rules - This item was postponed to November.

9.1.b Collections and delinquency - Rachel Long. Topic deferred to next month when David Long is available.

9.2 Possibility of Access handling Reserve payments - Cherie Thomas. No action necessary since item was addressed at October 10, 2025 meeting with Access.

9.3 Group of residents to check on Bylaws and reserve payments - Cherie Thomas. No action necessary since item was addressed at October 10, 2025 meeting with Access.

9.4 Proposed Audit Committee and objectives - Cherie Thomas. There was no action taken since proposed committee did not meet.

9.5 Resident survey - Cherie Thomas.

- Board agreed to design short survey on community priorities (e.g., landscaping, watering, snow removal, Xfinity).
- Volunteers: Cherie, Pete, and Jody.
- Pete to review prior surveys for relevant questions.

9.6 Snow removal contract - Cherie Thomas.

Contract remains on call-basis: contractor contacts president before any removal.

10. Announcements - Cherie Thomas. No announcements.
11. Next Board Meeting Date: November 20, 2025
12. Adjournment - Meeting adjourned at 11:08 am by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.