

Village at Cordata Northside Condominium Association
Thursday, October 17, 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), Paul Chapman, Bill Donahue, Barbara Green, Judy Hultgren, Patty Liggett, John McBee, Leslie McRoberts, Rhea Ramsay, Stephanie Sarver, Earl Sheneman, Cheryl Scheele, 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 invited member input.
 - a. Patty Liggett shared her concern that, with the Budget Meeting and Annual General Meeting approaching, the Board is not "picking up" more members at our Zoom meetings. She suggested the possibility of having "Town Hall" style meetings in the Clubhouse. VACNCA Rules and Regulations are being reviewed and she thought a Town Hall meeting would be a good time to get member input (in addition to leaving a paper copy in the Clubhouse for people to review). Rupert Ayton volunteered to hold a Town Hall in order to present, and answer questions about, the proposed 2025 Budget.
4. Approval of Board of Directors Meeting Minutes from September 19, 2024
The minutes were approved.
5. Treasurer's Report: Rupert Ayton
Treasurer's October 2024 Report

Treasurer's Activities Report
 1. Investments update

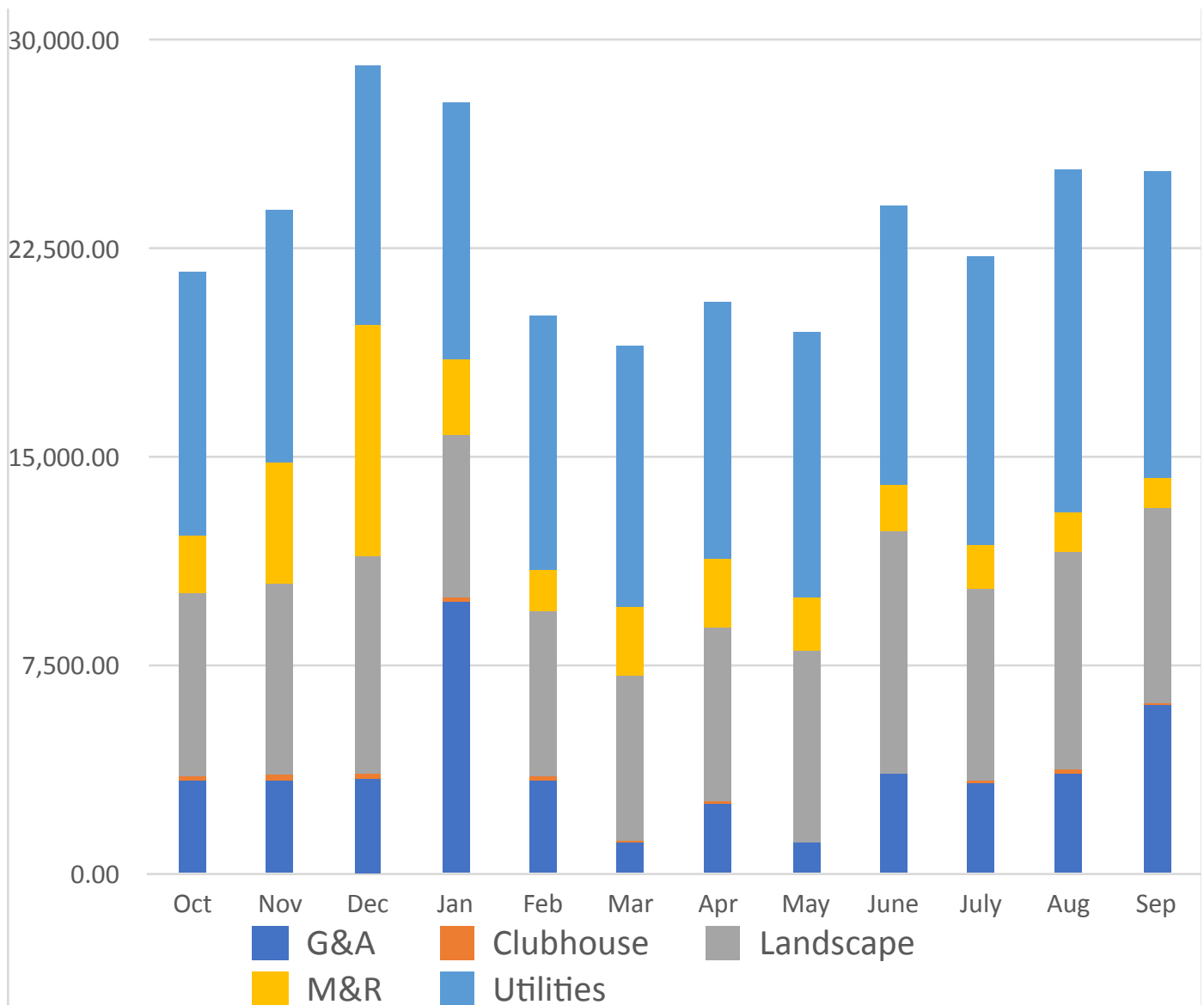
- a. At Edward Jones, we had 9 CDs with maturities ranging from 8 to 57 months (known as a maturity ladder) totaling \$131,000. The average rate was 3.883%. We also had \$981.79 in a money market account earning 1%.
 - b. We have \$10,000 in a Treasury Direct account with a current yield of 3.94% and accrued interest of \$1,040.
- 2. September transaction review
 - a. I have reviewed the invoices for September and all appear reasonable.
- 3. Member dues
 - a. As of the end of September we had our usual delinquency totaling \$75, which comprised unpaid late fees.
- 4. Budget Status
 - a. We have started the 2025 budget process with a committee comprised of Earl Sheneman, John McBee, Linda Sheeks, Paul Chapman, and Rupert Ayton. We have invited Bill Donahue to join. A preliminary budget has been compiled, based on which there will need to be an increase in dues for 2025. The major question to resolve is what level of reserves to maintain as a percent of the recommended reserves in the 2024 Reserve Study.
- 5. Adjustments to Financial Reports
 - a. Our October financials were issued very early this month due to travel logistics at Access, and there are some audit adjustments and other invoices that still need to be processed for September.

Operating Fund Financial Report

- 1. Balance Sheet at 9/30/24
 - a. Total assets of \$87,577.63
 - b. Liabilities of \$39,446.66
 - c. Operating Fund Surplus of \$48,130.97
- 2. Revenue and Expense for the 9 months ended 9/30/24
 - a. Revenues of \$226,639.60
 - b. Expenses of \$198,734.87
 - c. Operating net surplus for the year of \$27,904.73

Reserve Fund Financial Report

- 1. Balance Sheet at 9/30/24
 - a. Total assets of \$245,932.72
 - b. Total reserves of \$245,932.72
- 2. Revenue and Expense for the 9 months ended 9/30/24
 - a. Revenues of \$71,047.17
 - b. Expenses of \$80,485.46
 - c. Reserve net deficit for the year of \$<9,438.29>



12-Month Operating Expense Trend

Jody McBee asked why there could be an increase in the monthly HOA fee for 2025, given that there was an expected surplus for 2024. A discussion ensued, largely around the issue of the size of the Reserve Fund. Rachel Long made the point that lenders care about an HOA's reserve levels.

6. Property Managers Report: Rachel Long reported that Access is trying to resolve a reported "musty smell" in one unit. Saratoga Master Association is sending a beaver specialist to check on rising water level reported at the Festival condos. The contract for snow removal by Huizenga has gone out, as has the request to the city of Bellingham to shut off irrigation water for the winter.

Cherie Thomas asked about additional instructions for new residents to assist them in signing up for the Access portal. Rachel said they could add a cover sheet to the new resident packet.

7. Committee Reports:

7.1 Architectural - Linda Sheeks

1. New replacement window install going slow this year. Installers have been on vacation. Window installers pruned some bushes back in order to better reach the windows. They are also working on caulking windows.
2. Cleaning gutters and downspouts will be scheduled after the leaves fall. Rupert has suggested that we might consider only doing homes that are around large trees and those in the "inner circle" probably don't need to be done at least for this year. After some discussion, it was decided to ask the gutter company to give us an estimate for quickly inspecting all gutters, but planning to clean only those that really need it (like those near the large deciduous trees).

7.2 IT - Pete Asprey - IT Activity Report

1. Zoom setup/management/recording/reminders (Jerry B)
2. Post Zoom Recording, Audio and Transcription (Jerry B)
3. Publish/distribute agenda/minutes (and other items)
4. Web site maintenance
5. Calendar maintenance
6. Unit History & Reporting Maintenance

7.3 Landscape - Rupert Ayton

Landscape Committee Report
17 October 2024

No meeting was held in October as there was no new business to discuss.

Here is an update on landscaping:

- Thanks to everyone who helped cut out the dead heathers behind the club house. We are hoping the heaving pruning will enable the heathers to come back to life next year
- Custom Cut has removed the water bags from the immature trees

- The irrigation system is turned off and Custom Cut has blown all residual water out of the system in preparation for winter
- We appear to have a drainage issue at 1226 that is being investigated
- Lower branches of the oaks along Stuart were pruned, primarily to meet COB 15-foot clearance requirements
- The Maple at 1256 and the Arbor Vitae at 1252 were both removed as they were sick. Replacements to be decided upon
- The stumps will be removed in a few weeks, along with stumps at 1220, 1212, and in the center common area
- The dead grass area in the center common area is far more extensive than originally considered. This means the option of removing bad soil and planting shrubs could be more complicated. Re-sodding the area does not seem viable given irrigation and soil infection
- Custom Cut will apply Coppercide to the Dogwood at 1256 in late November and late December
- We still have to decide what to do with the dying shrub at 1268
- And we still have to decide on what types of replacement trees to plant around the grounds where trees have been taken out
- We still plan on surveying residents next year when the irrigation system goes on again
- We continue to forward landscape pruning requests to Custom Cut for follow up
- As always, we are looking for volunteers for the landscape committee and for help with mulch parties and other DIY landscape activities

A resident brought a concern about continued beaver activity gnawing a tree behind Unit 1214. Rupert said he would check it again and ask the Access A-Team to apply more "sand paint" on trees in the area.

Also, people expressed appreciation to the Carsons for watering trees over the summer.

7.4 Safety - Donna Collier was absent.

7.5 Social - Patty Liggett

1. The recent Autumn Harvest Dinner was attended by 13 people who had a nice time.
2. Afternoon Tea will be held Tuesday, October 29, 2:00 pm. Patty suggested Rupert could come and talk about the budget for next year. He said he was willing.
3. Plans are in the works for a November potato bake dinner. Details have yet to be worked out.

8. Unfinished Business

9. New Business - Cherie Thomas

9.1 Request for Change to Exterior of Unit 1258 - Jim Tragesser explained plans to install an ADA-approved handrail. Rupert moved to approve, Charlotte seconded the motion, and it passed.

9.2 The electrical work repair for Unit 1298 and asphalt repair near Unit 1202 are complete. Rupert is waiting for the final invoices before he approaches Comcast to discuss payment.

9.3 Rupert asked that the Board approve moving an expected end-of-year budget supply to the Reserve Fund. He made a motion to that effect and Jody seconded it. The motion passed.

9.4 Access has asked for the date of the Annual General Meeting in January. It was set for January 16, 2025, 10:00 AM via Zoom.

9.5 Snow poles - Some people think we should install snow poles early in the season to protect our recently repaired curbs, since Huizenga did not do so last winter. Rachel said this is Huizenga's job as part of their snow removal contract. She will contact them and remind them to do so.

10. Announcements - Cherie Thomas

10.1 Rupert asked about emergency contact information for people who are away for extended periods of time. After some discussion, a suggestion was made to put a reminder in the newsletter to consider letting someone know how long you will be gone. She also included a suggestion for people to shut off water to the toilets and appliances before they leave.

11. Next Board Meeting Date: Thursday, November 21, 2024

12. Adjournment - Rupert Ayton moved to adjourn; Jody McBee seconded the motion. The motion passed.

Meeting adjourned at 11:07 am by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.