

**Village at Cordata, Northside, Condominium Association**  
**Meeting of the Board of Directors**  
**Thursday, November 11, 2021 at 10:00AM, via Internet Zoom**

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Minutes

**Board Members Present:** Beverly Brownrigg, President; JoAnne Wyatt, Vice President; Earl Sheneman, Treasurer; Patty Liggett, Secretary; Lynn Kirlin, Member; Cheryl Scheele, Member; Cherie Thomas, Member

**Members Attending:** Pete Asprey, Rupert Ayton, Donna Collier, Peggy Cook, Bill Donahue, Dale French, Barbara Green, Larry Green, Sylvia Hampson, Charlotte Martin, Jody McBee, John McBee, Rhea Ramsay, Stephanie Sarver, Linda Sheeks, Eunice Smith, Jim Tragesser

**Property Manager Attending:** Rachel Long

**1. Call to order:** 10:00AM by Beverly Brownrigg.

**Roll Call:** all Board Members present

**Zoom Protocol:** JoAnne Wyatt explained that all members should keep their sound muted, unless called upon, until Members Open Discussion section of the agenda.

**2. Minutes Approved:** Cherie Thomas moved to accept the Board of Directors Minutes from October 14, 2021 meeting, as published. Motion seconded and approved.

**3. Treasurer's Report (Earl Sheneman)**

3.1. Reserve fund balance as of October 31, 2021: \$295,325.92

3.2. October financial reports have not been received from Access Real Estate Services. When they do come in, they will be posted in the clubhouse.

3.3. Our current contract with Access states that financial reports will be published on the 15th of each month. Rachel will have David publish future reports earlier than the 15th, in time for our board meetings.

3.4. Access will coordinate with the VACNCA Board regarding publishing financial reports to the portal.

**4. VACNCA 2022 Budget Proposal Presentation**

4.1. The monthly per unit assessment will go from \$420 per month to \$470 per month, for a \$50 per month increase. This will be effective as of January 1, 2022.

4.2. To put this into perspective, the \$50 per month increase is a little less than 12% increase. We need to keep in mind that we have not had a monthly assessment increase for three full years and 2022 is going into our fourth year. When we figure this into the equation, it is actually a little less than a 3% increase per year. For the less than 3% increase per year, we are providing the inflation adjustment, the earthquake insurance that we added earlier this year, and professional management.

4.3. Our buildings are getting older and need more maintenance, so General Maintenance Category and Painting will have significant increases. Landscaping Walking Paths is a new category to be used for necessary repairs to the pathway system.

4.4. All members will be provided with copies of the 2022 Budget before the Ratification Meeting. The budget committee recommended that the board adopt the proposed budget.

4.5. Cherie Thomas moved to adopt the proposed 2022 budget. Motion seconded and approved.

**Committee Reports**

**5. Grounds/Landscaping Committee (Jim Tragesser)**

5.1. Irrigation has been turned off for the winter. Please be sure to disconnect your water hoses from the outdoor faucets.

5.2. Fall trimming and leaf cleanup is underway.

**6. IT Committee (Pete Asprey)**

6.1. Zoom Meeting Management

6.2. Publish/Distribute Minutes

6.3. Maintain Resident Information

**7. Architectural Committee (Linda Sheeks)**

7.1. Five houses were painted this year.

7.2. Window replacements have been completed in three units, with plans for four more units to be completed before the end of this year.

7.3. Gutters are being replaced on four homes.

7.4. After discussion regarding moss treatment on the roofs and minor roof repairs when the moss treatment is applied, JoAnne Wyatt moved to accept Linda Sheeks responsibility on the extra things on the roof and check with Earl as far as the pricing and order what we can. Motion seconded and approved. We will be notified when moss treatment and roof repairs are scheduled.

**8. Nomination Committee (Patty Liggett)**

8.1. Rupert Ayton shared information regarding his background as an officer with HOA and Non-Profit organizations.

**9. Access Property Management (Rachel Long)**

9.1. Don Waters will begin the drainage work at Unit #5079 shortly.

9.2. Don Waters is clearing shrubs by Unit #1248.

9.3. Rachel will coordinate gutter cleaning with Don. If his crew isn't able to clean the gutters, Rachel will be able to replace them with another company.

**10. Old (Unfinished) Business**

10.1. Path/city trail "Pass Thru" and pathway updates (Cherie Thomas)

10.1.1. Cherie Thomas presented a short history of the path/city trail "Pass Thru" focusing on safety issues, people coming into our area, strangers walking next to some of our homes, and closing the gaps in the buffer zone between our area and the city park trail. Following discussion, Cherie Thomas moved to have Don Waters plant barberry and cedar to close the pass-thru gaps, and post No Trespassing Signs. Motion seconded and approved.

**11. New Business**

11.1. JoAnne Wyatt requested that members need to remind all guests, caregivers, and others to be aware of and follow the posted speed limit inside our area.

**12. Members Open Discussion**

12.1. Peggy Cook reminded members to clean up waste when walking our dogs.

**Announcements**

**13. Welcome New Members: Beverly Brownrigg**

13.1. Beverly scheduled a 'Welcome New Member' meeting with Doug Worthington, Unit #1256.

**Next meeting Date: December 9, 2021**

**14. Adjournment:** Cherie Thomas moved to adjourn. Motion was seconded and approved. Meeting adjourned at 11:21AM by Beverly Brownrigg.

**Submitted:** Patty Liggett, Secretary