

Village at Cordata, Northside, Condominium Association

Meeting of Board of Directors

August 8, 2019. VACNCA Club House

Minutes

Board Members Present: Beverly Brownrigg, President; JoAnne Wyatt, Vice President; Earl Sheneman, Treasurer; Patty Liggett, Secretary; Larry Pollett, Buildings; Cheryl Scheele, Member; Lynn Kirlin, Member

Members attending: Pete Asprey, Jim Cook, Dale French, Barbara Green, Larry Green, Tim Metune, Michael Onorato, Rhea Ramsay, Linda Sheeks

1. **Call to order:** 10:00AM by Beverly Brownrigg, President
2. Lynn Kirlin moved that the Board of Directors Minutes from the July 11, 2019 meeting be approved as written. Second by Cheryl Scheele. Motion carried.
3. **Treasurer's Report: Earl Sheneman**
 - 3.1. All bills are paid to date.
 - 3.2. Waiting for several monthly assessment payments to come in.
 - 3.3. General Fund Balance as of end of July: \$61,717.74
 - 3.4. Reserve Fund Balance as of end of July: \$249,801.37
 - 3.5. Jay Vandal's office has completed our 2018 audit. The hard copy will be on top of the file cabinet in the clubhouse for any members to look over. A PDF copy is available also.
 - 3.6. The budget committee is pretty well staffed already, but if someone else is interested let me know. Current budget committee members are Earl Sheneman, Larry Pollett, Larry Green, Sue Conger, and Vale Hartley.
 - 3.7. Earl was contacted last week by a Comcast representative about renewing our five year contract with them. All board members and our IT person, Pete Asprey, have been given a copy of the email Earl received concerning the proposed renewal.
 - 3.8. After discussion, JoAnne Wyatt moved that Option #1 of the Comcast five year proposal be approved. Second by Cheryl Scheele. Motion carried.
 - 3.9. Earl Sheneman will contact Comcast and keep us informed with the progress.
4. **Building Report: Larry Pollett**
 - 4.1. Gutters have been replaced on units 1203, 1205, 1229, 1231, and 1266. Painting first was required as the original gutters were installed prior to painting.
 - 4.2. Painting has started. Units 1203 and 1205 are finished.
 - 4.3. Window replacement will commence in the next couple of weeks.
 - 4.4. Unit 1260 is asking permission to install a skylight in the kitchen. This is tabled until additional information is secured from the owner.
 - 4.5. Unit 1258 has a broken spring on the garage door that will be repaired next week.
 - 4.6. Unit 1271: recent inspection report from sale of unit has been dealt with.
 - 4.7. Unit 1212: bottom of the chimney chase was not covered originally, plywood has been installed.
5. **Grounds Report: Larry Green**
 - 5.1. Jim Tragesser will be working with Larry Green.
6. **IT Report: Pete Asprey**
 - 6.1. July Board Minutes formatted and distributed.
 - 6.2. Sent several Alert Messages
 - 6.3. Helped secure a key for an owner who was accidentally "locked out".
 - 6.4. Fixed a problem with the mail notifier that was down for five days.
 - 6.5. Reviewed the Comcast proposals.
 - 6.6. Attempted to locate water shutoff in 3 units.
 - 6.7. Researched and reported on information to be considered for a New VACNCA Web Site.
7. **Old (unfinished) Business:** none
8. **New Business:**
 - 8.1. Reminder to all: try to secure your recycle plastic and papers on windy days so they don't blow out of the recycle containers.
9. **Member's Open Discussion:**
 - 9.1. Discussion and questions were voiced regarding a timeline for tree removal in our neighborhood.
 - 9.2. Larry Green will revise and update a 2016 Tree Removal Timeline Plan.
10. **Next Meeting Date: September 12, 2019**
11. **Adjournment:** Lynn Kirlin moved to adjourn. Second by Cheryl Scheele. Motion carried. Meeting adjourned at 11:05AM by Beverly Brownrigg.
Submitted: Patty Liggett, Secretary