

Village at Cordata, Northside, Condominium Association

Meeting of Board of Directors

September 12, 2019. VACNCA Club House

Minutes

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

Members attending: Pete Asprey, Dale French, Barbara Green, Larry Green, Michael McGowan, Rhea Ramsay, Helen Roberts, Eunice Smith

1. **Call to order:** 10:00AM by Beverly Brownrigg, President
2. **Minutes Approved:** Larry Pollett moved that the Board of Directors Minutes from August 8, 2019 meeting be approved as written. Cheryl Scheele seconded. Motion approved.
3. **Treasurer's Report: Earl Sheneman**
 - 3.1. All bills are paid to date.
 - 3.2. All monthly assessment checks are in and deposited.
 - 3.3. General fund balance as of the end of August:: ` \$57,112.43
 - 3.4. Reserve fund balance as of the end of August:: \$256,583.25
 - 3.5. Jay Vandal's office has completed our 2018 audit. The hard copy is on top of the cabinet in the clubhouse for any members to look over. A PDF copy is available.
 - 3.6. Comcast contract--Nothing new to report. We are waiting for a final copy of the contract to sign.
 - 3.7. The budget committee is composed of myself, Larry Green, Larry Pollett, Sue Conger, and Vale Hartley. We met on Tuesday and made good progress. We are meeting again in about a week and a half. We will have the budget ready to present by October or November.
4. **Building Report: Larry Pollett**
 - 4.1. Nothing new to report.
5. **Grounds/Landscaping Report: Larry Green**
 - 5.1. Landscaping Restoration Schedule has been updated.
 - 5.2. Landscapers will be adding bark to some areas
6. **President's Report: Beverly Brownrigg**
 - 6.1. Beverly Brownrigg presented the Landscape Maintenance Proposal from Custom Cut Landscape & Irrigation Co., to be in effect for the years 2020-2023.
 - 6.2. Larry Pollett moved to approve the Landscape Maintenance Proposal, as written. Second by JoAnne Wyatt. Motion approved.
7. **IT Report: Pete Asprey**
 - 7.1. Normal Minutes distribution; Added two new units to records
 - 7.2. Attempt to locate water shutoff (2 units)
 - 7.3. Draft version of new VACNCA website is up & I'm working on it.
 - 7.4. Planned: Continued work on the new web site
 - 7.5. Preparation and distribution of latest Resident Lists (one page & large print)
 - 7.6. Preparation and release of Emergency Contacts List for board members
8. **Old (unfinished) Business:**
 - 8.1. Larry Pollett reported that he located a person who can remove the existing pathway lights.
 - 8.2. Cheryl Scheele moved that all light fixtures on pathways be removed. Earl Sheneman second. Motion approved.
9. **New Business:**
 - 9.1. Future landscape contract was addressed under #6: President's Report.
10. **Member's Open Discussion:**
 - 10.1. Larry Green stated that the "motion log" needs to be updated.
 - 10.2. Patty Liggett and Pete Asprey will research the best approach to updating the motion log.
 - 10.3. The clubhouse carpet will be cleaned on September 26th.
11. **Next Meeting Date: October 10, 2019**
12. **Larry Pollett moved to adjourn. Second by Cheryl Scheele. Motion approved.**
 - 12.1. Adjournment at 10:30 AM by Beverly Brownrigg.

Submitted: Patty Liggett, Secretary