

**Village at Cordata Northside Condominium Association**  
**Thursday, November 21, 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, Karl Foslien, Trudy Foslien, Barbara Green, Sylvia Hampson, Judy Hultgren, Sheila Johansen, Patty Liggett, John McBee, Mike MCGowan, Leslie McRoberts, Nettie Post, Rhea Ramsay, Stephanie Sarver, Earl Sheneman, Cheryl Scheele, Jim Tragesser, Aline Wanne, Sid Wanne, 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. Stephanie Sarver asked people to refrain from taking the newsletter off of the bulletin board. She will put a copy in a binder on the counter in the clubhouse for people to look through.
  - b. Aline Wanne announced that people interested in helping decorate the clubhouse Christmas tree should meet there on Sunday, December 8 from 1-3 pm and bring an ornament to contribute.
4. Approval of Board of Directors Meeting Minutes from October 17, 2024.  
The minutes were approved.
5. Treasurer's Report: Rupert Ayton  
Treasurer's November Report

Treasurer's Activities Report

### 1. Investments update

- a. At Edward Jones, we had 9 CDs with maturities ranging from 7 to 56 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 the last I checked.

### 2. October transaction review

- a. I have reviewed the invoices for October and while they appear reasonable I am concerned that Unit 1222 circumvented the work order process for garage door operator repair and reimbursement; I have inquired of Access how this happened.
- b. I have reviewed the bank reconciliations and all appear to be in order.

### 3. Member dues

- a. As of the end of October we had 3 delinquencies totaling \$1,225 and I have inquired of Access what the current status is.

## Operating Fund Financial Report

### 1. Balance Sheet at 10/31/24

- a. Total assets of \$76,747.11
- b. Liabilities of \$33,971.77
- c. Operating Fund Surplus of \$42,775.34

### 2. Revenue and Expense for the 10 months ended 10/31/24

- a. Revenues of \$251,844.60
- b. Expenses of \$229,295.50
- c. Operating net surplus for the year of \$22,549.10

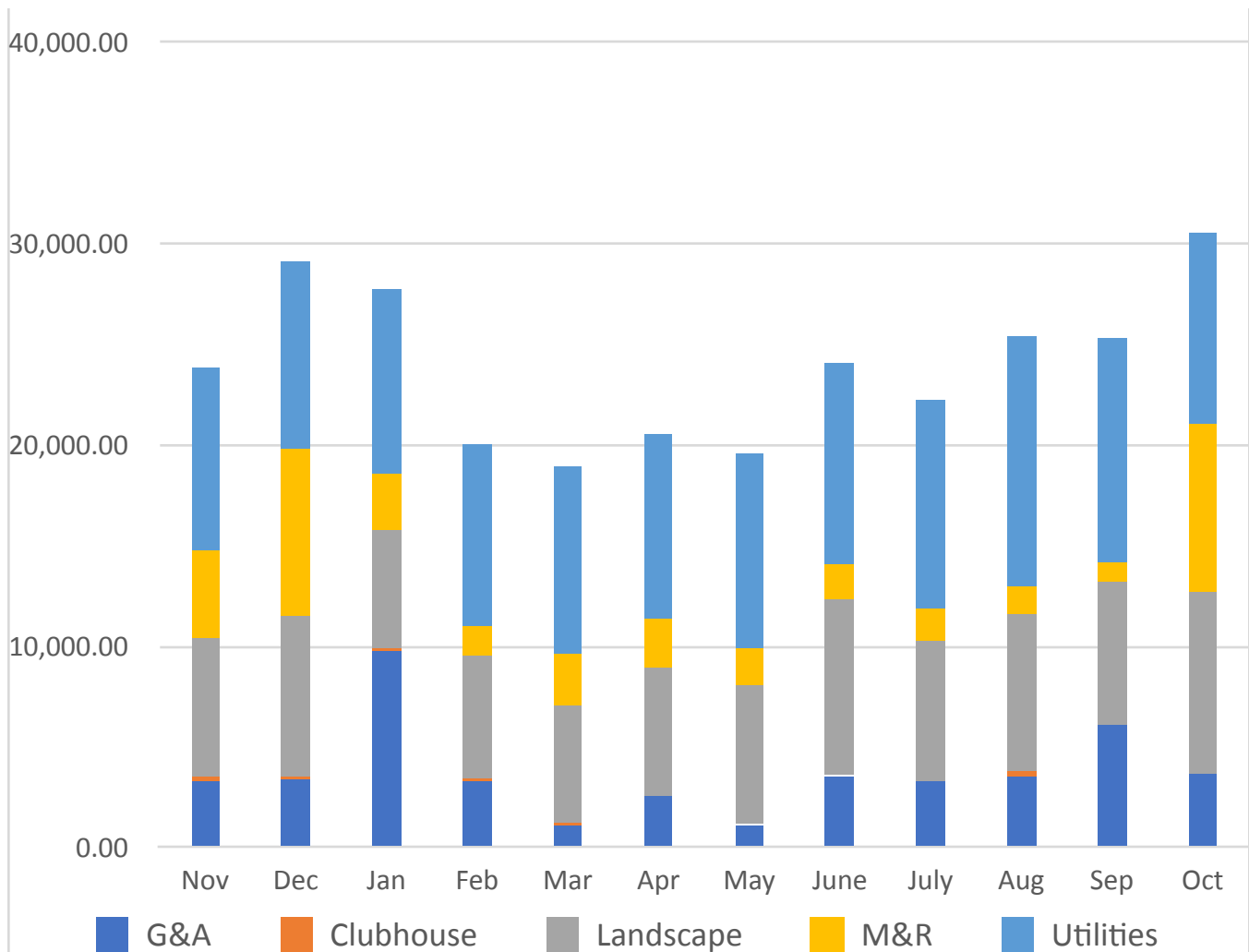
## Reserve Fund Financial Report

### 1. Balance Sheet at 10/31/24

- a. Total assets of \$265,322.17
- b. Total reserves of \$265,322.17

### 2. Revenue and Expense for the 10 months ended 10/31/24

- a. Revenues of \$78,892.17
- b. Expenses of \$68,941.01
- c. Reserve net surplus for the year of \$9,951.16



## 12-Month Operating Expense Trend

6. Property Managers Report: Rachel Long reiterated the information sent earlier via email about being careful not to give the impression that the community takes any responsibility for the safety or security of residents. Rupert Ayton asked if there were any more invoices yet to come for the electrical repair work done near Unit 1202. She will get back to him

### 7. Committee Reports:

#### 7.1 Architectural - Linda Sheeks

1. Country Glass is about halfway through the window replacements for this year. She asked residents to be sure to return calls to make appointments.

2. Rain Guard submitted a bid at the same price as last year, and is willing to meet the price quoted by the A-Team. They will inspect each unit and clean the downspouts and gutters as needed, beginning the week of November 25.

3. A cracked window in Unit 1231 needs to be replaced. Might be due to landscapers' tools flinging gravel. She will contact Custom Cut about it.

4. Thanks to Carl Grant for filling in as the light bulb replacer while Rob Roberts was away.

5. Rupert Ayton shared results of the inspection report from Unit 1243 which shows water damage/wood rot where the diagonal siding meets the kitchen window. There was a discussion about the probability of continued issues with siding, windows, and settling/drainage problems since the community is 30 years old. There was also some talk of forming a committee to deal with some of these things and Cherie Thomas pointed out that there is already an Architectural Review Committee. Linda Sheeks is the chair. Other people who offered to be on the committee included JoAnne Wyatt, Leslie McRoberts and Jim Tragesser. Rachel Long offered to advise when needed. At the end, Rupert Ayton made a motion to get an estimate for contractors to repair the water damage around the kitchen window in Unit 1243. Jody McBee seconded the motion and it was approved.

6. Rupert had a question about responsibility for repairs noted in inspection reports when units change owners. Rachel Long noted that we are covered in our Declaration/governing documents which state that we are "...responsible for the maintenance, repair, and replacement of the Common Elements...". The committee can use that document as a guiding tool.

## 7.2 IT - Pete Asprey - IT Activity Report

- Zoom setup/management/recording/reminders (Jerry B)
- Post Zoom Recording, Audio and Transcription (Jerry B)
- Publish/distribute agenda/minutes (and other items)
- Web site maintenance
- Calendar maintenance/printing- Residents should use the website to reserve the Clubhouse.
- Unit History & Reporting Maintenance
- Improve/make reliable timing of Mail Is In! Notifications.- It is working now.

- Wrote instructions for New Resident Data Maintenance
- Added New Residents

### 7.3 Landscape - Rupert Ayton

#### Landscape Committee Report

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

Here is an update on landscaping:

- A window was broken at unit 1231 and it would appear it was caused by a rock flung from a mower or edger running over the gravel path. The issue is being taken up with Custom Cut.
- Crawl space vents have been closed, and hose bib covers installed, but we are short several hose-bib covers. 1230 and 1242 have said they need them. Not sure who else. I'll pick up some extras and then walk the complex to install where they are missing.
- Drainage behind and under 1220 through 1226 is still an issue. Waiting on A-Team to clean up the drainage ditch in the buffer zone, and then install a few more drains in the area behind the houses. What to do about clogged drains is still undecided. No response from CoB storm drain folks.
- Beavers took a big bite out of two trees behind 1214 and we had the Tree Surgeon cut them down. Beavers took down a tree on the June trail. Waiting for A-Team to paint sand on the trees along the wetland up to 4 or 5 feet. No word from Master Association on beaver mitigation.
- Still need to have stumps ground at 1256 and 1252, plus 1212 and 1220.
- Will need to plant shrub as planned at 1220 once the stump is ground.
- Still need to figure out the dead grass issue in the common areas.
- Expect coppercide treatment on 1256 Dogwood this month.
- 1268 dying shrub will probably come out next year.
- Need to be thinking about replacement trees.
- Planning an irrigation survey when system comes on again early summer.
- There was an issue with 1203 over Rhododendron trimming versus removal. Owners cannot instruct landscape crew.
- 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

Rhea Ramsey asked why it was taking so long for a solution to the beaver problem. Rachel Long explained about the situation with the Cordata Business Association. Cherie Thomas thanked Rupert for his help with the water issues.

#### 7.4 Social - Patty Liggett

1. The Fall Harvest Potato Bake on November 13 was small but fun.
2. Aline Wanne reminded everyone of the Christmas Decoration event coming on December 8, 1-3 pm, in the Clubhouse.
3. A potluck dinner is being planned for Tuesday, December 10, 5:00 pm. The community will purchase a ham and perhaps other items. Watch for details to come.

#### 8. Unfinished Business

8.1 Unit 1226 drainage issue - Rupert reported that Gary's Plumbing scoped the pipe and decided it is too silted up to clear. In addition, behind Unit 1220 the drainage pipe that goes under the trail etc. needs re-ditching. The whole area behind Units 1220, 1222, 1224 and 1226 has standing water. A discussion ensued about the need to clean the drains, etc., when no one knows where the drains are or where they go. Rachel said she has a local company that might be able to map it out. She'll put Rupert in touch with them. For now, the sump pumps are working.

#### 9. New Business - Cherie Thomas

9.1 Proposed Budget for 2025 - Rupert thanked Earl Sheneman for sharing his experience and history with the community's budget. He also thanked the members of the Budget Committee, Bill Donahue, Linda Sheeks, John McBee, and Paul Chapman, for their participation. He then presented the budget. (Copy attached to these minutes.) There were a few questions, then Rupert moved to approve the budget. Jody Mc Bee seconded the motion and it passed. Rachel Long said Access would mail Budget Packets to residents in preparation for the December Board meeting. Rupert plans to hold Budget Town Hall Meetings in January to answer questions about the budget.

9.2 Safety and security - Cherie Thomas said the Safety Committee has been dissolved.

9.3 Board elections - Jody McBee said that Rupert Ayton and Linda Sheeks have agreed to serve on the Board for another term so they will be on the ballot for the January election.

9.4 The Annual General Meeting will be held on January 16, 2025.

10. Announcements - Cherie Thomas

10.1 Cherie introduced new residents, Karl and Trudy Foslien, in Unit 1204 (but they are traveling and not living here yet).

10.2 Rupert said the Budget Committee will be meeting in January to review our insurance coverage. Rachel Long suggested they look carefully because some insurance companies are being increasingly particular about insuring buildings that are over 30 years old.

11. Next Board Meeting Date: Thursday, December 19, 2024

12. Adjournment - Meeting adjourned at 11:52 am by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.

(See Budget attached on following pages.)

## **VACNCA PROPOSED 2025 BUDGET**

### **21 NOVEMBER 2024**

A Budget Committee comprising Rupert Ayton (Board Treasurer, unit 1254, Earl Sheneman (unit 1264), Bill Donahue (unit 1220), Linda Sheeks (unit 1262), John McBee (unit 5081) and Paul Chapman (unit 5069) was formed in October for the purpose of constructing a 2025 budget for the Operating and the Reserve Funds. The Committee met on October 17 and again on November 12. On page 2 is the proposed Operating Budget, and on page 3 is the proposed Reserve Budget.

#### Notes on the Proposed Budget:

- Overall, our property is aging well and our infrastructure is in very good shape. Unfortunately, continued inflation, the limited life of some aspects of the complex, and issues beyond our control make it necessary to raise the monthly dues by \$25 per unit per month, to a total of \$575 per unit per month.
- We hope to maintain a Reserve Fund at or above 70% of the “ideal” fund amount reported in our annual Reserve Study performed by David Bach and Associates.
- As a basis for our budget process, we rely on prior and current year financial statements, and once again we received an unqualified audit opinion on the fairness of our annual statements.
- We will continue retain Access Real Estate Services as property manager to relieve owners of the management burden, and will continue to offer basic cable and water/sewer service to every unit, and continue to retain a landscape service to maintain basic landscaping.
- We have extended our property insurance coverage for another year, and we will continue scheduled monthly pest control services. We will provide annual roof moss treatment, rain gutter cleaning, and dryer vent cleaning. And we will provide winter de-icing and snow removal as needed.
- We have budgeted for a variety of general maintenance and repair costs as well as garage door maintenance.
- We expect to paint up to 7 units, make siding repairs as needed, and replace gutters as necessary.
- We expect to replace a number of windows and caulk as needed.
- We have also budgeted to replace up to 450 linear feet of curbs, and to crack-seal the asphalt.



- Crawl spaces have become a major issue during the past two years. We will be investigating how to mitigate flooding, including the possibility of adding or replacing drains. And we will be considering what insulation and repairs are needed under each unit.
- Landscaping is a continuing challenge, as shrubs and trees mature, outgrow their space, and die. Recent beaver activity along the pond area has resulted in the need to remove beaver-damaged trees and is possibly responsible for crawl space flooding. And we are experiencing more blighted areas in the lawns that are a challenge to mitigate.

**Operating Budget****Budget  
2025****Per Unit  
Per Month****Revenue**

Dues Assessed	314,640.00	437.00
<b>Total Revenue</b>	314,640.00	437.00

**Expenses**

CORDATA BUSINESS PARK	4,500.00	6.25
MANAGEMENT FEES	12,960.00	18.00
AUDIT	3,000.00	4.17
RESERVE STUDY	650.00	0.90
TAXES	280.00	0.39
INSURANCE	30,000.00	41.67
OFFICE EXPENSE	150.00	0.21
CLUBHOUSE UTILITIES	1,000.00	1.39
CLUBHOUSE MAINTENANCE	450.00	0.63
GENERAL MAINTENANCE	9,000.00	12.50
GARAGE DOOR MAINTENANCE	820.00	1.14
PEST & RODENT	11,300.00	15.69
SUBSCRIPTIONS & DUES	500.00	0.69
WATER & SEWER	90,135.00	125.19
IRRIGATION	500.00	0.69
LANDSCAPE-CONTRACT	96,120.00	133.50
LANDSCAPE-SERVICES	6,000.00	8.33
COMCAST CABLE	30,450.00	42.29
SNOW REMOVAL/DEICE	4,575.00	6.35
MOSS TREATMENT	3,000.00	4.17
DRYER VENT CLEANING	3,000.00	4.17
GUTTER CLEANING	6,000.00	8.33
CHECK SCANNING	250.00	0.35
<b>Total Expense</b>	314,640.00	437.00

<b>Surplus</b>	0.00	0.00
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**Reserve Budget****Budget  
2025****Per Unit  
Per Month****Revenues**

Dues	99,360.00	138.00
<b>Total Revenues</b>	<b>99,360.00</b>	<b>138.00</b>

**Expenses**

PAINTING	28,000.00	38.89
ASPHALT SEALING & REPAIR	5,000.00	6.94
CURB REPLACEMENT	10,000.00	13.89
GARAGE DOORS & OPERATORS	3,400.00	4.72
GUTTERS & DOWNSPOUTS	5,000.00	6.94
IRRIGATION SYSTEM RESTORATION	960.00	1.33
MAJOR LANDSCAPE RESTORATION	5,000.00	6.94
SIDING & TRIM REPAIR	4,000.00	5.56
ROOFING REPAIR	3,000.00	4.17
WINDOW REPLACEMENT	30,000.00	41.67
CRAWL SPACE INSPECTION & REPAIR	5,000.00	6.94
<b>Total Expenses</b>	<b>99,360.00</b>	<b>137.99</b>

<b>Surplus</b>	0.00	0.00
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