

Village at Cordata, Northside, Condominium Association

Meeting of the Board of Directors

March 11, 2021 10:00am, via Internet Zoom Meeting

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Minutes

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

**Members Attending:** Pete Asprey, Charlie Collier, Donna Collier, Evelyn Friesen, Barbara Green, Larry Green, Judy Hultgren, Sheila Johansen, Charlotte Martin, Michael McGowan, Michael Onorato, Nettie Post, Rhea Ramsay, Helen Roberts, Ron Roberts, Linda Sheeks, Jim Tragesser

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1. **Call to order:** 10:00AM by Beverly Brownrigg
2. **Minutes Approved:** Cherie Thomas moved that the Board of Directors Minutes from December 10, 2020 meeting be approved as written. Second by Earl Sheneman. Motion approved.
3. **Minutes Approved:** Cherie Thomas moved that the Annual Membership Meeting Minutes from January 14, 2021 be approved as written. Second by Beverly Brownrigg. Motion approved.
4. **Treasurer's Report (Earl Sheneman)**
  - 4.1. All bills are paid to date
  - 4.2. All monthly assessment checks have been received
  - 4.3. General fund balance as of end of February: \$85,264.96
  - 4.4. Reserve fund balance as of end of February: \$278,001.18
  - 4.5. We have \$4,993 in excess funds left over in our general fund account from the 2020 year budgeted amount. We normally transfer that to the reserve fund or it could be put in the contingency fund. I am looking to the board for a recommendation on which option to take.
  - 4.6. After discussion regarding excess funds, it was determined the excess funds should be transferred to the contingency fund.
  - 4.7. Earl moved that we transfer our excess 2020 general fund money in the amount of \$4,993 to the contingency fund. Second by JoAnn Wyatt. Motion Approved.
5. **Grounds/Landscaping Report (Jim Tragesser)**
  - 5.1. Don, our landscaper, cleared the recent snowfall from our street and driveways.
  - 5.2. Earl moved that we purchase a gift card in the amount of \$150 for Don Waters in appreciation of his efforts with our recent snow removal. Second by Cheryl Scheele. Motion Approved.
  - 5.3. Cherie Thomas pointed out that snow was cleared from Festival Boulevard by pushing it upon the sidewalk on our side of the street, causing members to walk in the middle of the street when walking dogs out of this area. Beverly Brownrigg will ask the Festival Square contact person to remind their snow removal crew to not block our sidewalk with snow.
  - 5.4. Tree removal and trimming are continuing, as scheduled.
6. **President's Report (Beverly Brownrigg)**
  - 6.1. Members should be offered the choice of making requests using the internet forms or paper & pencil forms.
  - 6.2. Paper work order request forms will be placed in the clubhouse in order to accommodate all members.:
7. **IT Report (Pete Asprey)**
  - 7.1. Repaired Mail is In Failure & added some new subscriber
  - 7.2. Updated Residents Contact Lists on website
  - 7.3. Continued work on website; Trying to make it more functional for smart phones
  - 7.4. Thanks to all who reported in with problems
  - 7.5. Added basic task management capabilities to web site
  - 7.6. Added online service forms for "Ask the Board" and "Manage your Mail is In Account" to website
  - 7.7. Completed scans of previous years maintenance record folders and posted on web site; but Needs file name updates
  - 7.8. Updated Motions Log Draft
8. **Old (Unfinished) Business**
  - 8.1. **VACNCA Work Schedule update:**

JoAnne Wyatt reported that the schedule is still in the process of being finalized. She thanked everyone who is volunteering. Covid restrictions have hampered the ability to finalize the schedule more quickly.
  - 8.2. **Emergency Preparedness Update:**

Cherie Thomas reported that she and Lynn Kirlin provided all unit members with a FEMA Emergency

*VACNCA Board of Directors Authorized Transmission*

Supply List. Also included was a reminder for us to keep emergency supplies updated. Some members have “red bags” that were donated by the City of Bellingham several years ago. Those bags might need to be updated.

**8.3. Motions book update:**

Pete Asprey reported that the motions book has been updated; however, some areas need to be examined more closely.

Cherie Thomas moved that we appoint an ad hoc committee to update the motions book. Second by Cheryl Scheele. Motion Approved.

The committee will include: Cherie Thomas as chairperson, Pete Asprey, Patty Liggett, and Linda Sheeks.

**9. New Business**

9.1. Unit #1260 is requesting permission to replace their existing deck.

9.2. Lynn Kirlin moved to allow Unit #1260 to replace their existing deck, at owner’s expense, in compliance with the VACNCA Rules and Regulations. Second by Cheryl Scheele. Motion Approved.

9.3. Lynn Kirlin presented information regarding an Earthquake Insurance quote from Rice Insurance Company.

9.4. Lynn Kirlin and Cherie Thomas will pursue additional earthquake insurance information and develop a member survey to present at the next Board Meeting.

9.5. Cherie Thomas reported that many cracks have appeared in the street and driveways. Beverly Brownrigg will schedule the company to fill cracks in the street. Members will be notified of the schedule.

**10. Members Open Discussion**

10.1. Donna Collier expressed concern that the shrubs on Festival Square’s side of Festival Boulevard seem to still be interfering with visibility when turning left from Festival Boulevard.

10.2. Beverly Brownrigg will meet with the Festival representative.

**11. Next Meeting Date: April 15, 2021**

11.1. Cherie Thomas moved to change the meeting date from April 8, 2021 to April 15, 2021. Second by Lynn Kirlin. Motion Approved.

**12. Adjournment**

12.1. Cherie Thomas moved to adjourn. Second by Cheryl Scheele. Motion approved.

**13. Meeting adjourned by Beverly Brownrigg at 11:44am.**

**Submitted:** Patty Liggett, Secretary