

Village at Cordata, Northside, Condominium Association

Meeting of the Board of Directors

July 8, 2021 10:00AM, at the Clubhouse

Minutes

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

Board Member Absent: Cherie Thomas, Member

Members Attending: Rupert Ayton, Pete Asprey, Peggy Cook, Dale French, Carl Grant, Karen Grant, Barbara Green, Larry Green, Sylvia Hampson, Charlotte Martin, Jody McBee, John McBee, Victoria McCallum, Michael McGowan, Michael Onorato, Rhea Ramsay, Helen Roberts, Ron Roberts, Linda Sheeks, Lantz Simpson, Eunice Smith, Jim Tragesser, Aline Wanne, Barbara Willis

1. **Call to order:** 10:02AM by Beverly Brownrigg.
2. **Minutes Approved:** Earl Sheneman moved that the Board of Directors Minutes from June 10, 2021 meeting be approved as written. Second by Cheryl Scheele. Motion approved.
3. **Treasurer's Report (Earl Sheneman)**
 - 3.1. General fund balance as of the end of June: \$90,805.14
 - 3.2. Reserve fund balance as of the end of June: \$299,247.37
 - 3.3. I have been working on the transition to professional management since our last board meeting. Beverly Brownrigg and I have met with David Long of Access Real Estate Services to discuss procedures and I have been sending the necessary files and information for them to be able to start handling our finances as of July 1st. As far as I know the process has been going smoothly.
 - 3.4. Rachel Long of Access Real Estate Services has been added as a signer on our general fund account at WECU.
 - 3.5. I will be sending out updated information on our new insurance plan to the membership as soon as I get it from Rice Insurance. In the meantime if any members need an evidence of insurance certificate for your mortgage holder or for any other reason please let me know.
4. **Grounds/Landscaping Report (Jim Tragesser)**
 - 4.1. All new requests have been sent to Don.
5. **President's Report (Beverly Brownrigg)**
 - 5.1. Nothing new to report.
6. **IT Report (Pete Asprey)**
 - 6.1. Board Minutes Distribution
 - 6.2. Upgrade Calendar Entries & Format
 - 6.3. Upgrade Emergency Contacts Software
 - 6.4. Updated Residents Data/Distribute Reports
 - 6.5. Perform Mailing Lists Audit/Make Corrections
 - 6.6. Updated Volunteer's Task Completion Records; Final Reports
 - 6.7. Mail is In Maintenance
7. **Old (Unfinished) Business**
 - 7.1. No Unfinished Business to report.
8. **New Business**
 - 8.1. **Cherie Thomas: Lawn Aeration**
 - 8.1.1. Report given by Patty Liggett. The bid for lawn aeration from Don Waters was reviewed. Discussion followed. The Board then decided not to act on the bid at this time.
9. **Access Property Management: Rachel Long**
 - 9.1. Rachel presented an overview of how to use the online portal at Access to set up HOA monthly dues payments, submit requests for building and landscaping concerns or work that needs to be addressed. Her business card was attached to the Access paperwork that was placed in our clubhouse mailboxes on July 1st. That paperwork contains phone numbers and email addresses for Access.
 - 9.2. If members continue to pay HOA dues by check that you drop in the clubhouse drop box, it needs to be in by the 7th of each month, as Rachel will be doing a pick up on the 8th.

10. Members Open Discussion

- 10.1. Rachel Long answered questions regarding HOA dues payments through the online portal. Several members stated that it had been an easy process for them. Rachel encouraged members to phone her if they have difficulty with the process.
- 10.2. Beverly Brownrigg introduced new community members Jody and John McBee (unit #5081), Rupert Ayton (unit #1254), Victoria McCallum and Lantz Simpson (unit #5079)
- 10.3. Cheryl Scheele stated that the edging/bender board is falling away from the pathway by the green belt and needs to be repaired. . She requested next year's budget committee to consider the cost of pathway maintenance, plus planting additional trees for the green belt to help with noise abatement and privacy. No action was taken at this meeting.
- 10.4. Pete Asprey will be working on emergency contact information for the Board.
- 10.5. JoAnne Wyatt will be updating the Resale Certificate for all members to file in our homeowner's notebooks.
- 10.6. Linda Sheeks questioned if a system will be in place to make sure landscaping and building maintenance projects will be satisfactorily completed before Access pays them. The Board and Rachel will work out a system of checks and balances.

11. Next Meeting Date: August 12, 2021

12. Adjournment

- 12.1. Cheryl Scheele moved to adjourn. Second by JoAnne Wyatt. Motion approved.

13. Meeting adjourned: 11:14AM by Beverly Brownrigg.

Submitted: Patty Liggett, Secretary