

**Village at Cordata, Northside, Condominium Association**  
**Meeting of the Board of Directors**  
**Thursday, August 12, 2021 at 10:00AM, via Internet Zoom**

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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; Lynn Kirlin, Member; Cheryl Scheele, Member; Cherie Thomas, Member  
**Members Attending:** Cindy Asprey, Pete Asprey, Peggy Cook, Dale French, Barbara Green, Larry Green, Sylvia Hampson, Judy Hultgren, Charlotte Martin, Rhea Ramsay, Helen Roberts, Ron Roberts, Linda Sheeks, Jim Tragesser  
**Property Manager Attending:** Rachel Long

1. **Call to order:** 10:05AM by Beverly Brownrigg.
2. **Minutes Approved:** Cherie Thomas moved to accept the Board of Directors Minutes from July 8, 2021 meeting, as written. Motion seconded and approved.
3. **Treasurer's Report (Earl Sheneman)**
  - 3.1. The July financial report from Access Real Estate Services has not been received. The general fund information will be included in that report.
  - 3.2. Reserve fund balance as of the end of July: \$303,320.60
  - 3.3. We have received the 2020 Draft Audit Package from our auditor. When the final copy is received, it will be made available to the membership.
4. **Grounds/Landscaping Committee: (Jim Tragesser)**
  - 4.1. Most landscaping requests submitted through the Access site can be handled by Access. Some of the requests might need to come back for board consideration before action is taken.
  - 4.2. Trimming of trees and shrubs continues.
5. **IT Committee (Pete Asprey)**
  - 5.1. Board Material Distribution
  - 5.2. Emergency Contact Audit 60% Completed
  - 5.3. Convert VACNCA Forms to Access
  - 5.4. Calendar process setup
  - 5.5. Updated Calendar
  - 5.6. Updated Resident Reports
  - 5.7. Update Web Folders with Financial Data
6. **Architectural Committee:**
  - 6.1. **JoAnne Wyatt: Painting & gutters**
    - 6.1.1. JoAnne provided the Board members with a list of all the houses, when they were last painted, and their colors. Some houses will be painted this year.
    - 6.1.2. Cherie Thomas moved to contract with Villa's Painting for our homes. Motion was Seconded and Approved.
  - 6.2. **Linda Sheeks: Windows**
    - 6.2.1. Windows are scheduled to be replaced within the next month or so.
7. **Budget Committee: Earl Sheneman**
  - 7.1. The Budget Committee will be meeting with Access to work on the budget.
8. **Social Committee: Cherie Thomas**
  - 8.1. Due to COVID numbers, dinners and teas are postponed.
  - 8.2. Monday Craft gatherings have been canceled through the end of August.
  - 8.3. Mexican Train still meets on Thursday afternoons because all members who play have been vaccinated.
9. **Welcome Committee: Beverly Brownrigg**
  - 9.1. No report given.
10. **Nominating Committee: Patty Liggett**
  - 10.1. Thanks to Helen Roberts for volunteering to be a member of this committee.
  - 10.2. We will need to fill two positions at the January 2022 Board Meeting. If you will consider serving on the Board, beginning in January, please don't hesitate to get in touch with Patty Liggett or Helen Roberts.

**11. Old (Unfinished) Business****11.1. JoAnne Wyatt: Access Management Update**

11.1.1. We are working with the transition to Access and the progress has been positive.

**11.2. Cherie Thomas: Edging/bender boards on pathways**

11.2.1. After discussion regarding safety issues on pathways, Jim Tragesser and Cherie Thomas will inquire with the South Village regarding the upgrading of their pathways. Jim and Cherie will seek to secure a bid to upgrade our pathways.

**12. New Business**

12.1. Rupert Ayton, unit #1254, is asking approval for an awning.

12.2. Cherie Thomas moved to allow Rupert Ayton, unit #1254, to install an awning, in compliance with the VACNCA Rules and Regulations. Motion was seconded and Approved.

12.3. JoAnne Wyatt reported on the accident that occurred last week at the corner of Festival Boulevard and Stuart Road. It was determined that in order to improve the view when turning from Festival Boulevard onto Stuart Road, the shrubs need to be trimmed. Rachel Long will contact Don Waters, Custom Cut and Landscape, regarding trimming the shrubs.

12.4. JoAnne Wyatt spoke about the need for bark to be spread by the clubhouse. She will submit a work order to have Don Waters, Custom Cut and Landscape, spread bark by the clubhouse, at VACNCA's expense.

12.5. Individual unit members may also arrange with Don Waters, Custom Cut & Landscape, to spread bark at their homes, at each unit member's own expense. If members wish to speak with Don about bark, a sign up sheet will be in the clubhouse.

12.6. Sheila Johansen and Nettie Post (unit #1260) submitted a request to paint their front door, at their own expense. The Board declined the request due to the color that was submitted.

12.7. Ron Roberts reminded us that he replaces the lights outside our buildings and there are no more lights or fixtures available. He has located some LED fixtures that are similar to what we currently have. Discussion followed regarding choosing an upgraded light fixture to replace what we currently have. Larry Green has spare parts and will repair our current ones until a decision can be made. No decision was made regarding replacement fixtures.

12.8. Larry Green requested the Board send out a letter to members outlining actions that need Board approval. Cherie Thomas, with Board members' assistance, will prepare the letter.

**13. Access Property Management: Rachel Long**

13.1. Rachel spoke with Linda Sheeks and Jim Tragesser, fine tuning work requests submitted through the Access portal.

13.2. Rachel will schedule a date and time to assist members with signing in and navigating the Access portal.

13.3. Rachel will schedule meetings with the Board to develop the 2022 Budget by the January board meeting.

**14. Members Open Discussion**

14.1. After discussion with regards to increasing insulation levels in our homes to help with year round temperature control and the determination that the Board needs to authorize it, Linda Sheeks requested permission to add extra insulation to her home, at her own cost.

14.2. Cherie Thomas moved to approve Linda Sheeks's request to add extra insulation to her home, at her own expense. Motion was Seconded and Approved.

**15. Announcements**

15.1. **Next meeting Date: September 9, 2020**

**16. Adjournment**

16.1. Cherie Thomas moved to adjourn. Motion was seconded and approved. .

**17. Meeting adjourned: 11:33 AM by Beverly Brownrigg.**

**Submitted:** Patty Liggett, Secretary