

Village at Cordata, Northside, Condominium Association
Meeting of the Board of Directors
Thursday, September 16, 2021 at 10:00AM, via Internet Zoom

Minutes

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: Pete Asprey, Rupert Ayton, Charlie Collier, Donna Collier, Peggy Cook, Bill Donahue, Barbara Green, Larry Green, Sylvia Hampson, Judy Hultgren, Charlotte Martin, Jody McBee, John McBee, Michael McGowan, Rhea Ramsay, Helen Roberts, Ron Roberts, Stephanie Sarver, Linda Sheeks, Jim Tragesser
Property Manager Attending: Rachel Long

1. **Call to order:** 10:00AM by Beverly Brownrigg.
Roll Call: all Board Members present
Zoom Protocol: JoAnne Wyatt explained that all members should keep their sound muted, unless called upon, until Members Open Discussion section of the agenda.
2. **Minutes Approved:** Cherie Thomas moved to accept the Board of Directors Minutes from August 12, 2021 meeting, as written. Motion seconded and approved.
3. **Earl Sheneman: Treasurer's Report**
 - 3.1. General fund balance as of August 31st, 2021: \$74,935.25
 - 3.2. Reserve fund balance as of August 31st, 2021: \$298,855.80
 - 3.3. Our 2020 audit is complete. A link to it was sent to our members who are signed up for email notifications and there is a hard copy in the clubhouse on top of the file cabinet.
 - 3.4. On August 25th David Bach, our reserve study specialist did a reserve study update with a visual site inspection of our property. Meeting with him was Larry Green, David Long of Access Real Estate Services, and Earl Sheneman. A link to the study update was sent to our membership via email and it is available on our web site. The results of the study show that we should be starting the year 2022 with 84% of what is considered the "ideal balance" which is an excellent position to be in.
 - 3.5. On August 30th, an online transfer of \$10,172.80 was made from our reserve fund checking account to our general fund checking account to reimburse for reserve fund expenses that were paid by Access Real Estate Services out of the general fund. This was caused by an error on our part and not by Access Real Estate Services. To prevent this from happening again, Earl is asking that any invoices needing payment be given to him and he will submit them to Access, if appropriate.
 - 3.6. On September 3rd, Earl met with David Long to go over the financial reports to make sure he understood them as they are quite different from the ones that Earl produced in QuickBooks. Earl reviewed the reports with other board members to help them understand the Access format.

Committee Reports

4. **Jim Tragesser: Grounds/Landscaping Committee:**
 - 4.1. Jim has sent an email to Don Waters, our landscaper, regarding placing bark at individual homes (at each homeowner's expense) and is waiting for a reply from Don. When able to firm up a plan with Don, Jim will post a sign-up sheet in the clubhouse.
 - 4.2. Jim will ask Don Waters to schedule spreading bark at the clubhouse.
 - 4.3. Jim noted that several trees need to be removed or trimmed. Cherie Thomas moved that we approve Jim to arrange to have the tree beside Unit # 1262 removed immediately and also to seek estimates for other trees that need to be trimmed or removed. Motion was seconded and approved.
 - 4.4. Jim reminded all members that we should refrain from asking landscapers to NOT trim trees or shrubs in our yards because that could cause misunderstandings. However, it is ok if we want to help out by trimming vegetation in our yards.
 - 4.5. Cheryl Scheele spoke about the need for a list of homes that are scheduled for painting to be given to Don Waters, our landscaper, prior to painting, so trees and shrubs can be trimmed away from the houses. JoAnne Wyatt will provide the list to Don.

5. Pete Asprey: IT Committee

- 5.1. Created New Residents Accounts (Partial)
- 5.2. Board Minutes Distributed - Zoom Board Meetings
- 5.3. Upgraded Emergency Contacts Software
- 5.4. Emergency Contacts Reports Filed in Clubhouse
- 5.5. "Mail is In!" Maintenance - Trouble Shooting & Resident Changes
- 5.6. Entered Resident Paper Maintenance Requests & Sent to Access
- 5.7. Repaired Website Problems
- 5.8. Emergency Contact list will be sent to Access

6. Architectural Committee:**JoAnne Wyatt: Painting & gutters**

- 6.1. Five houses (#1207, #1223, #1224, #1239, #1265) have been painted and one house is still scheduled to be painted, weather permitting.
- 6.2. Several houses will receive new gutters.

Linda Sheeks: Windows

- 6.3. Twelve windows are still scheduled to be replaced.
- 6.4. Moss application is planned for November.

7. Budget Committee: Earl Sheneman

- 7.1.1. The budget committee this year consists of Larry Green, Linda Sheeks, and Earl Sheneman
- 7.1.2. The committee met on September 8 and came to an agreement on the basic budget numbers.
- 7.1.3. This is just the first step in the process. It is ready to go to the board of directors and David Long now for their review and potential modification.

8. Social Committee: Cherie Thomas

- 8.1.1. Mexican Train still meets on Thursday afternoons. All residents who play have been vaccinated.
- 8.1.2. Craft days, afternoon teas, and evening dinners are still not meeting, due to Covid.

9. Nomination Committee: Patty Liggett

- 9.1. The search continues for members who will consider serving on the Board beginning in January. Please don't hesitate to get in touch with Patty Liggett or Helen Roberts.
- 9.2. Rupert Ayton volunteered for consideration for a board position beginning in January.

10. Access Property Management: Rachel Long

- 10.1. Rachel reminded us to phone her office (360-685-0123) if we have difficulty or questions regarding the Access website.
- 10.2. The paperwork/requests from VACNCA's websites have now been connected with the Access website.
- 10.3. Rachel did a walk about with a Festival Square representative and determined which shrubs will be trimmed at the Festival Boulevard and Stuart Road intersection. The trimming should improve site visibility when turning onto Stuart.
- 10.4. On behalf of David Long, at Access, Rachel thanked Earl Sheneman for a good working relationship.
- 10.5. All Invoices need to be submitted to Access through our treasurer, Earl Sheneman.

11. Old (Unfinished) Business**Lynn Kirlin: Pathway Gate**

- 11.1. Lynn reported that he received a bid for placing a gate on the pathway behind Unit #1220 at a cost of \$1600 for a 4' wide gate. Discussion followed regarding feasibility of the cost of repairs to the pathway, a gate placement, and pathway access. Cherie Thomas moved to set up a committee to investigate options for the exterior pathway. Motion was seconded and approved.
- 11.2. Rupert Ayton, Pete Asprey, and Lynn Kirlin volunteered to be on the committee. Lynn will submit an email to all unit members seeking additional volunteers for the committee.

12. New Business

- 12.1. Sylvia Hampson, Unit #1234, requested to add additional insulation in the attic to bring it up to code, at her own expense. Cherie Thomas moved to approve Sylvia Hampson's request for permission to add additional insulation in the attic, at her own expense. Motion was seconded and approved.
- 12.2. Linda Sheeks, Unit #1262, requested permission to paint outside of her front door, using Benjamin Moore Rainy Afternoon #1575, at her own expense. Cherie Thomas moved to approve Linda Sheeks's request for

permission to paint outside of her front door using Benjamin Moore Rainy Afternoon #1575, at her own expense. Motion seconded and approved.

- 12.3. Susan Peterson, Unit #5077, requested permission to replace floral design windows surrounding the front door and to paint outside of the front door, at her own expense. Cherie Thomas moved to approve Susan Peterson's request for permission to replace floral design windows surrounding the front door and to repaint outside of the front door using board approved paint and color, at her own expense. Motion seconded and approved.
- 12.4. John & Jody McBee, Unit #5081, requested water pipe insulation under the house to be paid by VACNCA. Since the outside vents are closed every winter and there's no history of frozen pipes, the Board denied this request.
- 12.5. Cherie Thomas reported that the Post Office wishes to install a 4-unit Mail Package Delivery Module in the clubhouse area, at no cost to VACNCA. The Board will determine the best location for the module.
- 12.6. JoAnne Wyatt briefed the members about the two-page VACNCA Protocol for selling homes that will be sent out soon to all unit owners. This document should be placed in the VACNCA condo notebook that needs to be left in the condo. It will include the buyer's and seller's responsibilities.

13. Members Open Discussion

- 13.1. Cheryl Scheele expressed concern about a new invasive plant that is growing in the entryway. Rhea Ramsay stated that Don's landscaping crew is planning to remove it.
- 13.2. Stephanie Sarver inquired about the process for deciding what trees & shrubs should be removed and replaced. She stated that a tree in their area is not doing well and needs to be replaced with something that grows better in the wet area where it is located. JoAnne Wyatt said that the 5-Year Plan for Trees could include a plan to remove & replace the tree in question. Stephanie volunteered to assist with that plan.
- 13.3. Rupert Ayton reported that when an accident happened recently that blocked the Festival Boulevard/Stuart Road intersection, the emergency gate was opened beside Unit #1254 to allow traffic access for our area.

14. Announcements

14.1. Welcome New Members: Beverly Brownrigg

Beverly welcomed new community members Bill and Connie Donahue (Unit #1220) and Susan and Paul Peterson (Unit #5077).

14.2. Next meeting Date: October 14, 2021

- 15. Adjournment:** Cherie Thomas moved to adjourn. Motion was seconded and approved.

Meeting adjourned at 11:55AM by Beverly Brownrigg.

Submitted: Patty Liggett, Secretary