

Village at Cordata, Northside, Condominium Association
Meeting of the Board of Directors
Thursday, October 14, 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, Evelyn Friesen, Larry Green, Sylvia Hampson, Judy Hultgren, Charlotte Martin, Victoria McCallum, Michael McGowan, Nettie Post, Rhea Ramsay, 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:** Earl Sheneman moved to accept the Board of Directors Minutes from September 16, 2021 meeting, as written. Motion seconded and approved.
3. **Treasurer's Report (Earl Sheneman)**
 - 3.1. Reserve fund balance as of September 30, 2021: **\$291,249.92**
 - 3.2. The September financials have not been received from Access Real Estate Services, so the information on the general fund is not available. Earl will Post them in the clubhouse when they come in.
 - 3.3. On September 21st, Earl transferred \$19,000 from our general checking account to our general savings account. This represents the money we had set aside for our contingency fund. Earl feels it is better to have it separate from our checking account, and we will also earn a small amount of interest on it this way.
 - 3.4. Since someone had recently sent a request to Access for lightbulb replacement, Cherie Thomas questioned if it's the responsibility of the Homeowner's Association to replace lightbulbs in our homes. Beverly Brownrigg reminded us that Ron Roberts, Unit #1200, is our volunteer who changes light bulbs outside. Residents should get in touch with him if they need lightbulbs changed outside. Earl Sheneman informed us that light bulbs inside the homes are NOT the responsibility of the Association. Resident's requests should not go to Assess for light bulb needs.

Committee Reports

4. **Grounds/Landscaping Committee (Jim Tragesser)**
 - 4.1. One tree was removed next to Unit #1262. Some large oak trees were trimmed along Festival Boulevard and inside our area.
 - 4.2. Don Waters added bark around the clubhouse.
 - 4.3. Don Waters will add bark around individual homes, at the owner's expense. If you are interested, please contact him individually to make arrangements. Expect the average cost to be between \$500 and \$700, depending on the size of your area and how many flower and shrub beds you wish to have him do for you. Don's email address is: sturg237@gmail.com and his phone number is 360-756-1188.
5. **IT Committee (Pete Asprey)**
 - 5.1. Zoom Meeting Management
 - 5.2. Publish/Distribute Minutes
 - 5.3. Update/distribute Calendar & Event List
 - 5.4. Update/Distribute Resident Lists
 - 5.5. Interim Emergency Contact Update
 - 5.6. Process Maintenance Requests
6. **Architectural Committee:**
Painting & gutters (JoAnne Wyatt)
 - 6.1. Due to weather conditions, painting has been completed for this year.
 - 6.2. Gutters will be replaced on three homes, Units #1241, 1250, and 5069. That work should be completed before the end of this year.
 - 6.3. Linda will be doing a walkabout with the person whose company will be applying the treatment for roof moss on our homes. They will then make a determination about which homes need the treatment applied in the near future..

Windows (Linda Sheeks)

6.4. Window replacements are currently being scheduled and hopefully all windows will be installed within the next three weeks.

7. Budget Committee (Earl Sheneman)

7.1. The budget committee this year consisted of Earl Sheneman, Larry Green, and Linda Sheeks.

7.2. The budget committee is just the first step in the process, as it will go to David Long of Access Real Estate Services and the VACNCA Board for final approval.

7.3. We already knew that our monthly assessments would go up by about \$30 per month due to:

Earthquake insurance + \$11 per month.

Professional management + \$18 per month

7.4. The 2022 budget reflects those increases with monthly assessments at \$450.

7.5. The problem with that is we have not had a general increase in monthly assessments for three full years. It is highly unlikely that we will be able to go a fourth year without a general increase to reflect higher insurance rates, water/sewer/utility rates and other miscellaneous items.

7.6. It is looking like we might need to anticipate higher monthly assessment costs in 2022 in the range of \$30 to \$40, or more.

8. Social Committee (Cherie Thomas)

8.1.1. People are signing up to use the clubhouse. Dale and Wilma French recently celebrated their 70th wedding anniversary in the clubhouse.

8.1.2. If you wish to use the clubhouse, please sign up on the calendar and call Cherie Thomas.

8.1.3. VACNCA dinners and afternoon teas should not be scheduled until the pandemic settles down.

9. Nomination Committee (Patty Liggett)

9.1. The search continues for members who will consider serving on the Board beginning in January, with two positions needing to be filled.

9.2. Rupert Ayton has volunteered for consideration.

10. Access Property Management (Rachel Long)

10.1. David normally publishes financial reports on the 15th, however they will try to move them up earlier so they will be available for our board meetings.

10.2. The communication with Custom Cut Landscaping and Braam Construction has been working out very well. Rachel spoke with the landscape liaison at Festival Square. The hedge that was blocking vision at Stewart Road has been trimmed, and the request has been made to trim the branches on Festival Boulevard that are hanging over the sidewalk and roadway.

10.3. 42 of our members have signed up on the Access portal. Please continue to call Access if you need assistance with the portal.

11. Old (Unfinished) Business**Path/city trail "Pass Thru" and pathway updates (Lynn Kirlin and Cherie Thomas)**

11.1. Lynn reported results of the committee report on the survey that had been sent to all members last month to investigate options for the exterior pathway and the pass-through between the perimeter path and the city north trail. In order to assess their preferences, residents were offered a survey with five options for dealing with the pass-thru. Twenty-eight out of sixty residents responded, with 2/3 saying "do nothing" or "no trespassing sign". The other 1/3 chose "close down" or "locked gate".

11.2. Cherie reported that she walked pathways with Don Waters and noted that there are two areas where people could easily come into our area from the city trail. Don suggested that if we want to close it off, we could strategically plant barberry and cedar in those areas. Since all of the pathways have areas where the bender board needs to be re-secured for safety reasons, Don will give us a bid on re-securing and repairing the pathways.

11.3. Cherie Thomas moved to close the "cut thrus" by planting barberry and cedar and let Don Waters do it. Second by JoAnne Wyatt. After discussion, it was determined that we needed more information before voting on the motion, so Cherie stated that she would withdraw her motion. It was suggested that the Pathway committee and Cut-Thru/Pass-Thru committee merge and reconvene to reevaluate all of the information from both committees before voting. Cherie Thomas moved to table this until the next meeting. Motion was seconded and approved.

12. Other Business

- 12.1. Cherie Thomas reported that a member had recently asked about insurance for our buildings if we have water damage or sewer backup problems. She checked with her insurance company and is reporting that most homeowners policies do not cover this unless you add specific additional coverage to your existing policy. If members have concerns about this type of an issue, they should check with their homeowner's insurance carriers.

13. New Business

- 13.1. Victoria McCallum & Lantz Simpson, Unit #5079, request permission to install a French drain underneath the sidewalk that leads to their front door. Owners will pay for installation. After discussion, it was determined that the project should be completed with the cost being the responsibility of the association. Cherie Thomas moved that we take care of the French drain problem. Motion was seconded and approved. Beverly will submit the paperwork to Access for this installation to be completed.
- 13.2. Barbara Willis, Unit #1239, requests permission to have insulation added to the attic, at her own expense. It was noted by Cherie Thomas that we always allow owners to have additional insulation installed. Cherie Thomas moved to allow anyone who wants to have additional insulation installed, at their own expense, be allowed to do so. Motion was seconded and approved.
- 13.3. Peggy Cook, Unit #1226, requests permission to rent out her front bedroom, but does not know what age group she can accept. She wants to know if she could have a college student live with her or if the person needs to be older. On behalf of the board, JoAnne Wyatt and Earl Sheneman researched this subject and had input from VACNCA's attorney, Greg Thulin. VACNCA's Declaration 9.1.1 states that buildings and units shall be used for single-family residential purposes only, whether on an ownership or rental/lease basis. Our Rules and Regulations also state that we cannot lease less than an entire unit. Based on this information, the board denied Peggy's request.
- 13.4. JoAnne Wyatt reported that she put forms in our clubhouse mailboxes. Those forms are to help us when we sell our units and they should be placed in our notebooks. She questioned whether everyone has a notebook and reminded us that we are supposed to have the notebook in our homes. Cherie Thomas stated that she felt it makes sense that if residents can't locate their notebooks, we could furnish the information they need and they could print it and put it in their own notebooks. A suggestion was also put forth that when units are sold, if the notebook isn't there we should charge the seller for a replacement notebook. Earl Sheneman stated that if anyone needs a notebook now he will send the information to them that includes all of the electronic copies they will need and they can print them off themselves.
- 13.5. Rupert Ayton, Unit #1254, inquired about a request he sent through the Access portal on October 2nd, and still has not received an answer. He had requested permission to remove a stunted green arrow cedar tree from his yard and replace it with a Katsura tree, at his own cost. The Katsura is better suited for the wet area. Discussion followed, then JoAnne Wyatt moved to approve Rupert's request to replace the tree, at his expense, whenever he wants to. Motion seconded and approved.
- 13.6. JoAnne Wyatt asked Rachel Long to check for a landscaping request from Carl and Karen Grant, Unit #1248, because no action has been taken on it and it should come in front of the Board.

14. Members Open Discussion

- 14.1. Larry Green reported that the area where the "PassThru" is located was ceded to the city with the understanding that the area would be untouched and left natural in the future.
- 14.2. Larry Green advised the board that he had found a supply of light bulbs from a company in Texas. They will send him one regular light bulb and one LED bulb to try in our outside lights. The Board can then decide about purchasing additional light bulbs.
- 14.3. Rupert Ayton volunteered to be a member on the budget committee.

15. Announcements

Welcome New Members: Beverly Brownrigg

- 15.1. Beverly scheduled a 'Welcome New Member' meeting with Bill and Connie Donahue, Unit #1220.
- 15.2. JoAnne reported that Doug Worthington is moving into Unit #1256.

Next meeting Date: November 11, 2021

- 16. Adjournment:** Cherie Thomas moved to adjourn. Motion was seconded and approved.
Meeting adjourned at 11:21AM by Beverly Brownrigg.

Submitted: Patty Liggett, Secretary