

Village at Cordata, Northside, Condominium Association
Annual General Membership Meeting
Thursday, January 13, 2022, at 10AM, 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: Cindy Asprey, Pete Asprey, Rupert Ayton, Charlie Collier, Donna Collier, Bill Donahue, Barbara Green, Larry Green, Sylvia Hampson, Dave Harris, Judy Hultgren, Charlotte Martin, Jody McBee, John McBee, Michael Onorato, Ron Roberts, Stephanie Sarver, Linda Sheeks, Jim Tragesser

Property Manager Attending: Rachel Long

1. **Call to order:** 10:02AM by Beverly Brownrigg.
2. **Roll Call:** all Board members are present.
3. **President declared the Determination of a Quorum for an Annual Meeting as:**
 - 3.1. 26 members attended via Zoom, representing 22 units.
 - 3.2. This meets the 25% of 60 units requirement for a quorum.
4. **Board Member Election Results:**
 - 4.1. Congratulations to Rupert Ayton and Linda Sheeks. They have been elected for a term of three years.
 - 4.2. 35 Unit Ballots/Votes were received prior to the meeting. Linda Sheeks received 35 votes, Rupert Ayton received 32 votes, and Donna Collier received one write-in vote.
5. **Treasurer's Report (Earl Sheneman)**

Highlights from the year:

- 5.1. In June of 2021 we changed to an insurance policy that includes earthquake coverage.
- 5.2. In July of 2021 we ended our self management and elected to have Access Real Estate Services manage our association.
- 5.3. Our general fund budget numbers ended up very well, with the exception of the maintenance category. We budgeted \$20,000 for maintenance and ended up spending \$35,438. Our buildings are getting older and requiring more maintenance. The good news is that we had money in contingency funds to cover the extra expense. The general fund ended up over budget by about 1.6% for the year.
- 5.4. All of these things added to our expenses and resulted in a \$50 per month assessment increase for 2022.
- 5.5. Our reserve fund had a net gain of over \$18,000 in 2021. Our reserve fund expenses were under budget by more than 31% for the year.

Required reporting items:

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|--|----------------------------|
| 5.6. General fund balance as of year-end 2021: | <u>\$54,625.41</u> |
| 5.7. Reserve fund balance as of year-end 2021: | <u>\$285,284.61</u> |
| 5.8. Total cash balance as of year-end 2021: | <u>\$339,910.02</u> |
| 5.9. Total income for 2021: | <u>\$304,355.10</u> |
| 5.10. Total expenses for 2021: | <u>\$288,945.81</u> |
| 5.11. Net income for 2021: | <u>\$15,409.29</u> |
- 5.12. It will probably be at least the middle of the year before our 2021 annual audit is complete. We will make it available to the membership when that happens.
 - 5.13. As previously stated, at year end 2021 we had \$285,284.61 in our reserve fund.
 - 5.14. The budget committee and board has allocated \$84,500 of the reserve fund for repair or replacement costs in 2022. The largest single item expense in the reserve fund budget is \$25,000 for exterior painting.
 - 5.15. We have no unsatisfied judgements or pending lawsuits of any kind.

6. Question and Answer Session:

- 6.1. Rupert Ayton questioned if we pay taxes on surplus funds. Earl replied that we are exempt from paying taxes.
- 6.2. Linda Sheeks asked if any charges had come in yet for repairing the recent water leak at Unit #1256? Earl replied that none had been received.

Committee Reports**7. Architectural report for year end 2021 (Linda Sheeks)**

- 7.1. Linda thanked everyone for their vote of confidence for her to sit on the Board.
- 7.2. Eight homes had a total of 13 windows replaced.
- 7.3. Four homes had gutters replaced.
- 7.4. Five homes were painted.
- 7.5. Planning has begun for 2022.
 - 7.5.1. We hope to have five or six houses painted.
 - 7.5.2. Dryer vent cleaning will be scheduled.
 - 7.5.3. Hopefully, all window replacements can be identified by March.
 - 7.5.4. We will be assessing and prioritizing roof, chimney boxes, fascia board, siding and other repairs that might be needed.
- 7.6. Michael Onorato, unit #1202, stated the importance of doing a systematic walk through of all of the structures in order to address the preservation of the structures.
- 7.7. Donna Collier, unit #1246, questioned who is responsible for painting the decks? Joanne Wyatt reminded us that the decks are the responsibility of the homeowner. Homeowners do not need Board permission to do touch up painting. However, changing the color of the deck does need permission of the Board.

8. Landscaping report for year end 2021 (Jim Tragesser)

- 8.1. A few trees were replaced. Some problem trees were removed or pruned. Pruning and trimming continues now until mowing season begins.

9. IT report for year end 2021 (Pete Asprey)

- 9.1. Distribution, printing, mailing of Board materials
- 9.2. Operated Zoom Meetings for Board functions
- 9.3. Maintained two web sites (Internal & External)
- 9.4. Created Service Request electronic forms & routing supporting Board functions (In Progress)
- 9.5. Maintained "Mail is In" Alert Service and updates
- 9.6. Created Unit Histories and added all manual data from clubhouse folders
- 9.7. Provided data for conversion to Commercial Property Management
- 9.8. * These will probably not continue; either no data to do updates, or Access produces adequate alternatives
 - 9.8.1. Maintained Board Files on Web Site*
 - 9.8.2. Maintained Resident Lists & Emergency Contact Lists*
 - 9.8.3. Maintained Email List Servers for Board Members and All Residents*
 - 9.8.4. Performed Audit of Emergency Contact and Resident Information & produced reports*
- 9.9. Plans for 2022 to Continue with 1-6 as long as data is available
- 9.10. In response to a question from John McBee, unit #5081, Pete clarified that he will also be sharing files with Access and those files can then be viewed through the Access portal. He will let us know when that is available on the portal. Until then, files will still be available on the VACNCA website.

10. President's Report (Beverly Brownrigg)

- 10.1. Robert "Bob" Fitzsimmons, unit #5069, has moved from our community to Texas.
- 10.2. Doug Worthington, unit #1256, is in the hospital. We wish him well.
- 10.3. Snow removal for the recent snowfall went well for the first snowfall until equipment failure, with oil spilling on the roadway. The second snow fall cleanup left several driveways blocked and the handicap ramp at the clubhouse was also blocked.
- 10.4. We were reminded by Cherie Thomas of the importance of locking our homes and vehicles. We recently experienced two security problems in the neighborhood, with a car broken into and a man was caught stealing equipment from an open garage.
- 10.5. Michael Onorato expressed concern about the danger of us confronting strangers in our area.

11. Members Open Discussion

- 11.1. Donna Collier expressed concern about people still using the "cut thru" areas where trees and shrubs have been planted. Those are "No trespassing" areas, and people from our neighborhood should not be using them either.
- 11.2. Jody McBee, unit #5081, inquired about the status of a work order to replace a seal on the bottom of the garage door. Rachel, of Access, reported that the work order has been submitted to the contractor and the contractor will be scheduling it.
- 11.3. Stephanie Sarver, unit #1254, thanked the community, the Board, and Rachel, for being so welcoming to her and Rupert Ayton.
- 11.4. Cheryl Scheele informed us that Jerry Conger, unit #1227, is home from the hospital. We wish him well.

12. Adjournment:

- 12.1. Rupert Ayton moved to adjourn. Motion seconded and approved.
- 12.2. Meeting adjourned at 11:06 AM by Beverly Brownrigg.

Submitted: Patty Liggett, Secretary