

**Village at Cordata, Northside, Condominium Association****Meeting of the Board of Directors****Thursday, May 19, 2022 at 10:00 AM, via Internet Zoom**

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**Minutes**

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**Board Members Present:** Cherie Thomas, President; JoAnne Wyatt, Vice President; Rupert Ayton, Treasurer; Patty Liggett, Secretary; Linda Sheeks, Architectural Manager; Lynn Kirlin, Member; Beverly Brownrigg, Member

**Members Attending:** Pete Asprey, Bill Donahue, Barbara Green, Larry Green, Judy Hultgren, Sheila Johansen, Charlotte Martin, Jody McBee, John McBee, Michael McGowan, Rhea Ramsay, Stephanie Sarver, Cheryl Scheele, Earl Sheneman, Jim Tragesser, Aline Wanne

**Property Manager Attending:** Rachel Long

**1. Call to Order:** 10:00AM by Cherie Thomas.

**2. Roll Call:** All board members and Rachel Long were present.

**3. Members Open Forum:**

- 3.1. Discussion regarding preparation for painting and gutters included the need for vegetation to be trimmed away from those homes that are scheduled for painting, and the possibility of installing gutter guards. Linda Sheeks will check into the feasibility of installing the gutter guards.
- 3.2. Cherie Thomas discussed the need to update the VACNCA Rules and Regulations to include a motion from 2014 regarding trellises.

**4. Minutes Approved**

- 4.1. JoAnne Wyatt moved to approve the Board of Directors Minutes from April 21, 2022, as published. Motion seconded and approved.

**5. Treasurer's Report (Rupert Ayton)**

- 5.1. With interest rates having risen, Rupert recommend to invest the \$103,428.56 held at Edward Jones in a ladder strategy as we have done before:
  - 12 months \$23,428.56 ~ 2.1%
  - 24 months \$20,000 ~ 2.9%
  - 36 months \$20,000 ~ 3.1%
  - 48 months \$20,000 ~ 3.1%
  - 60 months \$20,000 ~ 3.4%
- 5.2. Following a discussion, it was determined that Rupert will meet with the Edward Jones representative to set up the ladder strategy of rolling investments of FDIC insured CDs.
- 5.3. The 2021 audit report has been received. Rupert will post it in the clubhouse and on the VACNCA website.
- 5.4. Access has adjusted their accounting records at 12/31/21 to match the audit, the difference being the timing of recognizing expenses according to generally accepted accounting principles.
- 5.5. Rupert reviewed the April files from Access and did not have any expenditure issues to report.
- 5.6. No update yet on our insurance renewal that expires in June.
- 5.7. Reserve Study should be updated this summer.
- 5.8. Water bills are now posted by the city on a monthly basis. Cubic foot trends look fine on the latest bills.
- 5.9. Operating Fund Financial Report
  - 5.9.1. Balance Sheet at 4/30/22
    - Total assets of \$70,202.39
    - Liabilities of \$28,235.24
    - Operating Fund Surplus of \$41,967.15
  - 5.9.2. Revenue and Expense 4 months ended 4/30/22
    - Revenues of \$89,975.75
    - Expenses of \$86,525.90
    - Operating net of \$3,449.85
- 5.10. Not accounted for is approximately \$6,000 of water/sewer expense for April and a yet to be determined amount for landscape expense, which may be as much as \$4,000.
- 5.11. Reserve Fund Financial Report
  - 5.11.1. Balance sheet at 4/30/22
    - Total assets and total capital \$304,882.91

- 5.11.2. Revenue and Expense 4 months ended 4/30/22
  - Revenues of \$22,898.66
  - Expenses of \$3,302.08
  - Reserve net of \$19,596.58

## **6. Property Managers Report (Rachel Long)**

- 6.1. Environmental Pest Control will be spraying the perimeter of all buildings on a quarterly basis. Access will notify us before each spraying begins.
- 6.2. Access will notify the landscapers about which homes need vegetation trimmed back as part of the preparation for painting.
- 6.3. Pressure washing should be completed tomorrow.
- 6.4. Cherie receives a weekly update of work orders from Rachel.
- 6.5. After a request by JoAnne Wyatt, Rachel agreed to furnish a Board designee with a pdf. of Resale Certificates when a home is sold in the community.

## **7. Committee Reports**

### **7.1. Architectural (Linda Sheeks)**

- 7.1.1. Replacement windows have arrived and should be installed soon.
- 7.1.2. Six homes will be painted this year. Pressure washing has been completed and gutters have been removed on those homes. Several will need repairs on fascia boards, siding, and/or window trim before they are painted. One will have windows replaced before being painted.
- 7.1.3. New gutters will be installed on the six homes after they are painted.

### **7.2. Landscape (Stephanie Sarver)**

- 7.2.1. Stephanie gave an overview of committee guidelines.
- 7.2.2. The committee has been conducting an inventory of the grounds and plan to submit the findings to the Board.
- 7.2.3. Stephanie presented a proposal from John and Jody McBee, unit 5081, to plant additional shrubs in the front of their house, at their own expense. Rupert Ayton moved to approve the plan for installing additional plants in the front garden adjacent to the walkway, to be paid for by the owners of unit 5081. Motion was seconded and approved.
- 7.2.4. Following a discussion regarding a drainage issue in front of John and Jody McBee's (unit 5081), Rupert Ayton moved to request Custom Cut & Landscape make drainage improvements with cobblestone near the front of the house and garage, to be paid for by the association, with an estimate obtained before the work is ordered. Following discussion, motion was seconded and approved.
- 7.2.5. After Stephanie reviewed the landscape committee's proposed responsibilities, Rupert Ayton moved to approve the landscape committee's proposed responsibilities as submitted at the April board meeting and appearing in the May newsletter. Motion was seconded and approved.
- 7.2.6. Landscaping guidelines can be reviewed and/or updated when the rules and regulation committee meets.
- 7.2.7. Foundation vents will be opened next week by the landscaping crew.

### **7.3. IT (Pete Asprey)**

- 7.3.1. Zoom Meeting Setup & Management
- 7.3.2. Publish/Distribute Minutes
- 7.3.3. Calendar Management
- 7.3.4. Distributed Clubhouse Box Numbers

### **7.4. Safety (Donna Collier)**

- 7.4.1. The landscaping crew is in the process of repairing the center pathways, weather permitting.
- 7.4.2. All residents are requested to be mindful of the 15 MPH speed limit in our community, and to also remind all guests, caregivers, and workers of the speed limit.

### **7.5. Social (Beverly Brownrigg)**

- 7.5.1. 18 people recently attended an evening of snacks and a bingo game.
- 7.5.2.
- 7.5.3. The plan is to schedule an event again soon, depending on Covid counts.

## 8. Unfinished Business

### 8.1. Solar Panels (Rupert Ayton)

- 8.1.1. Rupert presented the draft guidelines that he developed for solar panels, based on the WA State RCWs for homeowner associations. He noted that there are not currently any RCWs for condo associations. Discussion followed regarding guarantees, likelihood of wind damage, and panel output.
- 8.1.2. Rupert moved that the Board ratify the decision to allow panels on the roof. Motion was seconded. Discussion occurred whereby concerns were expressed that solar panel guidelines should be adopted as well as a process for informing a prospective buyer of a condo that has solar panels installed, before this motion is passed. Rupert withdrew the motion and the second was also withdrawn. This will be tabled until the next Board meeting..

## 9. New Business

### 9.1. Rules & Regulations Committee

- 9.1.1. Cherie Thomas reactivated the Rules and Regulations Committee to consider updating areas, with a specific focus on solar panels, landscaping, and trellises.
- 9.1.2. Cherie Thomas, JoAnne Wyatt, and Stephanie Sarver volunteered to be on the committee. If other members are available to join the committee, please contact Cherie Thomas.

## 10. Announcements

- 10.1. Welcome new members.
  - 10.1.1. Paul and Louann Chapman are in unit 5069.
  - 10.1.2. Bachnga "Bee" White is in unit 1256.
- 10.2. Next board meeting: June 16, 2022

## 11. Adjourn

- 11.1. Meeting adjourned at 11:32 AM by Cherie Thomas.

**Submitted:** Patty Liggett, Secretary