

**Village at Cordata, Northside, Condominium Association**

**Meeting of the Board of Directors**

**Thursday, July 21, 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, Donna Collier, Bill Donahue, Barbara Green, Larry Green, Sylvia Hampson, Dave Harris, Jody McBee, John McBee, Michael McGowan, Charlotte Martin, Nettie Post, Rhea Ramsay, Helen Roberts, Stephanie Sarver,, Earl Sheneman,, Jim Tragesser

**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. Water sprinkling schedule was discussed.

4. **Minutes Approved**

- 4.1. Rupert Ayton moved to approve the Board of Directors Minutes from June 16, 2022, as published. Motion was seconded and approved.

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

Investments update

- 5.1. Our Edward Jones brokerage account has 5 CDs with maturities ranging from just under 1 year to just under 5 years (known as a maturity ladder) totaling \$103,000. The average rate is 2.89%. The maturity ladder provides us with rolling future liquidity and reinvestment options.
- 5.2. A Custom Cut landscape invoice from December was received in June. We had a lot of pest control work at unit 1233 and 5077, interior paint work at 1243, and exterior light repair at 5077. We had more pressuring washing, garage door maintenance at 1239, and gutter repair at 1264. All this points to the amount of maintenance we regularly incur.
- 5.3. On the reserve side, we had a major outlay for painting, gutters, and siding repair, but all within budget.
- 5.4. 2 members' dues payments were late at the end of June, which is not unusual. One member was 2 months late at the end of June, but that was due to a bank error and the member corrected it immediately.
- 5.5. Access is working on the Reserve Study update with David Bach.
- 5.6. Budget Committee: Looking for volunteers for the committee to start around September. Immediate considerations are what level of reserve fund to cash we want to maintain, what operating surplus we want to keep, and what expenses we may want to reallocate from operating fund to reserve fund, if any, as some expenses are subject to interpretation.
- 5.7. Operating Fund Financial Report with adjustment of \$7303.77 for landscape expenses
  - Balance Sheet at 6/30/22
  - Total assets of \$59,812.34
  - Liabilities reported of \$14,722.91 adjusted up to \$22,026.68
  - Operating Fund Surplus reported of \$45,089.43 adjusted down to \$37,785.66
- 5.8. Revenue and Expense 6 months ended 6/30/22
  - Revenues of \$134,970.13 is on budget
  - Expenses reported of \$128,398.00 adjusted up to \$135,701.77
  - Operating net for the year reported of \$6,572.13 adjusted down to a deficit of \$<731.64>
- 5.9. Reserve Fund Financial Report
  - Balance Sheet at 6/30/22
  - Total assets and total reserve of \$292,918.29
- 5.10. Revenue and Expense 6 months ended 6/30/22
  - Revenues of \$34,394.62
  - Expenses of \$25,967.22 is under budget
  - Reserve net surplus for the year of \$8,427.40
- 5.11. Following a discussion regarding reserve fund investments as CDs at Edward Jones and/or U.S. Treasury I-Bonds, Rupert Ayton moved that the Board authorize the Treasurer to proceed with purchasing a \$10,000

inflation adjusted I-Bond for the reserve fund and to set up a treasury direct account and report back to the board if there are any issues encountered that would preclude us from doing it. Motion seconded and approved.

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

- 6.1. Requests have been coming through the portal very smoothly.

## **7. 7. Committee Reports**

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

- 7.1.1. Five homes have been painted and have new gutters.
- 7.1.2. August is the target date for window replacements installation.
- 7.1.3. Dryer vents will be scheduled for cleaning this year.

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

- 7.2.1. The committee is continuing the survey, hoping to finish by August.
- 7.2.2. Landscapers will be mulching around dogwood trees. Landscapers have requested that members not fill the water bags that are around the new trees because they need to dry out between waterings in order to prevent root rot.
- 7.2.3. Unit #1248: French drain has been completed
- 7.2.4. Unit #1262: revised landscaping plan is approved by the committee.

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

- 7.3.1. Zoom Meeting Setup & Management/Recording/Reminders
- 7.3.2. • Publish/Distribute Minutes/Newsletter
- 7.3.3. • Calendar Management
- 7.3.4. • Updated Unit Information (Painting & Gutters)
- 7.3.5. • "Mail is In!" fixed after Mechanical Switch Mounting Failure
- 7.3.6. • Prepared Audit Forms for All Residents, and tested with Board Members
- 7.3.7. • Will distribute Phone/Email "one pager" lists to those with audited data

### **7.4. Safety (Cherie Thomas)**

- 7.4.1. Cherie reminded everyone that in addition to locking doors and windows, garage doors should also be locked at night if the garage door has a lock out button.
- 7.4.2. For added security, Cherie talked about some alarms that she ordered and that they were easy to install on her windows and doors. If you wish to have more information on them, please contact Cherie.

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

- 7.5.1. Ice cream social is planning for July 26, at 2PM in the clubhouse. All members are welcome.

### **7.6. Rules and Regulations (Jody McBee)**

- 7.6.1. The committee is focusing on updating the guidelines, meeting current needs, and being in compliance with the RCWs. A survey is being developed to obtain members' input.

## **8. 8. Unfinished Business**

- 8.1. Pathways update (Cherie Thomas)
- 8.2. Repairs are still underway on the center area pathways. The repairs to the back pathway will be delayed until next year.
- 8.3. Rupert Ayton stated that he will be having the roof of his unit, #1254, inspected before solar is installed, in case repairs need to be completed first.

## **9. New Business**

- 9.1. Klaus & Christie Schoebel, Unit #1226, request for Board approval for installation of a 12' wide, desert sand colored Sunsetter awning above the deck. Rupert Ayton moved to allow the Sunsetter awning installation at Unit #1226. Motion was seconded and approved.
- 9.2. Flag Pole (Cherie Thomas)
  - 9.2.1. The solar cell on the clubhouse flagpole has been repaired.

9.3. 55+ Sign (Patty Liggett)

9.3.1. Patty pointed out that in order to be in compliance with our First Amendment to Amend and Restated Declaration for Village at Cordata, Northside Condominium , Article 9.1.2. (v) dated March 26, 2009, The association shall post in the common elements of the condominium notices describing the condominium as housing for persons 55 years of age or older.

9.4. JoAnne Wyatt moved to get a 55+ sign and add it to our sign as soon as possible. Beverly Brownrigg seconded. Discussion followed regarding size, placement, and location of a sign or "55+" placed on our entry sign, similar to the sign at Festival Square's entryway. JoAnne retracted the motion to delay until more information regarding compliance and signage can be obtained. The second was withdrawn. This will be addressed under unfinished business at the next meeting.

9.5. Political canvassing is legal in condominium association areas.

9.6. JoAnne Wyatt informed the Board that she is in the process of seeking companies and bids for repairing certain areas of the curbs.

9.7. Rhea Ramsay, unit #1229, requested Board approval to install a 5½"x7¾" solar cell on the roof above the gutter, in order to charge a battery to an exterior camera that will be placed on the fascia board above the deck. Rupert Ayton moved to approve the solar cell installation at Unit #1229. Motion was seconded and approved.

**10.10. Announcements**

10.1. New community members (Cherie Thomas)

10.1.1. Welcome Leslie McRoberts, Unit #1221

10.2. Next Meeting date: August 18, 2022

**11. Adjourn**

11.1. Rupert Ayton moved to adjourn. Motion was seconded and approved.

11.2. Meeting adjourned at 11:32AM, by Cherie Thomas.

Submitted by: Patty Liggett, Secretary