

**Village at Cordata, Northside, Condominium Association**  
**Meeting of the Board of Directors**  
**Thursday, August 18, 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, Evelyn Friesen, Barbara Green, Larry Green, Sylvia Hampson, David Harris, Judy Hultgren, Jody McBee, John McBee, Michael McGowan, Charlotte Martin, Rhea Ramsay, Stephanie Sarver, Cheryl Scheele, 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. Concerns regarding posting a "55+" sign were expressed regarding size, placement, whether it is necessary or not, and if it could target the community as "vulnerable old people".
- 3.2. A concern was voiced regarding the dead and dying heather plants.

4. **Minutes Approved**

- 4.1. Rupert Ayton moved to approve the Board of Directors Minutes from July 21, 2022, as published. Motion was seconded by Lynn Kirlin, and unanimously approved.

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

- 5.1. Our Edward Jones brokerage account includes 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%. Rates have gone up a little since we purchased the CDs. This causes a temporary devaluation of the CDs. We will hold them to maturity, when we receive full value, and reinvest as they mature.
- 5.2. The CDs make up about a third of our reserve account. They typically have a slightly higher yield than treasury securities, yet are government guaranteed. The maturity ladder provides us with rolling future liquidity and reinvestment options.
- 5.3. Rupert asked the Board if it would like our financial advisor, Anne Bowen, to attend a board meeting for a discussion regarding reserve fund investments that Access raised the last two months, but so far the response has been 2 to 1 against.
- 5.4. We now have \$10,000 invested in a Treasury Direct account with a current yield of 9.62%.
- 5.5. There are no expenditure issues to report.
- 5.6. On the reserve side, work is being completed on unit 5077 and we are waiting on the invoice for the walk-way (pathway) repairs behind the clubhouse.
- 5.7. Member dues: 1 member was late at the end of June, which is not unusual.
- 5.8. Reserve Study: Access is working on the update with David Bach.
- 5.9. Budget Committee: John McBee, Linda Sheeks, Earl Sheneman, Paul Chapman, and Cherie Thomas are interested in participating on the committee. The first meeting will be scheduled for September.
- 5.10. Operating Fund Financial Report
  - Balance Sheet at 7/31/22
    - Total assets of \$80,029.82
    - Liabilities of \$40,541.79
    - Operating Fund Surplus of \$39,488.03
  - Revenue and Expense 7 months ended 7/31/22
    - Revenues of \$157,462.13, is on budget.
    - Expenses reported of \$156,491.40, is on budget
    - Operating net for the year of \$970.43
- 5.11. Reserve Fund Financial Report
  - Balance Sheet at 7/31/22
    - Total assets and total reserve of \$291,048.13
  - Revenue and Expense 6 months ended 7/31/22
    - Revenues of \$40,102.62
    - Expenses of \$33,372.42, is under budget
    - Reserve net surplus for the year of \$7,700.93

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

- 6.1. Very few work orders were processed this past month.
- 6.2. Window washing was discussed, but the schedule has not been firmed up yet.
- 6.3. JoAnne Wyatt reported that she has been working on securing bids for curb repairs.

**7. Committee Reports****7.1. Architectural (Linda Sheeks)**

- 7.1.1. Unit 5077 - areas of siding on chimney box and house replaced. Awaiting window installation, then the house will be painted and the gutters will be put back up.
- 7.1.2. Awaiting to hear from Doug at Country Glass for the time frame when new windows will be installed on homes that are identified as needing replacement windows.

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

- 7.2.1. The committee responded to several requests for routine garden maintenance (trimming, removal of dead/dying plants), and one for landscape modification.
- 7.2.2. Drainage work: Custom Cut has started work on drainage rock at 5081.
- 7.2.3. Owners at 1254 consulted with Custom Cut about water collecting in the lawn and garden bed in front of the house. Don will adjust the watering schedule and the owner will plant water-loving plants in the area.
- 7.2.4. Walkway edging paver request: Owners at 5069 requested permission to replace plastic walkway bender board along gravel walkway, which has become a tripping hazard. At their own expense, they proposed installing pavers. The committee approved their plan. Recommend that the Board approve this work.
- 7.2.5. Rupert Ayton moved to approve Unit #5069's request, at owners' expense, the replacement of plastic bender board with pavers along the gravel pathway, according to the plan submitted to the Landscape Committee. Motion seconded by Lynn Kirlin, and unanimously approved.
- 7.2.6. Other matters: The Committee has completed a survey of grounds. Next step: The Committee will meet and start planning for the 2023 budget. The committee will review the tree replacement schedule and consider replacement of dead/dying small shrubs.
- 7.2.7. Heathers: Several owners have requested removal of dead and/or dying heathers throughout the complex. The Committee will be considering how best to replace them as we plan our budget for 2023. Given the magnitude of this work, and the shortage of labor, this may be a multi-year project.
- 7.2.8. Owners may undertake replacement of unsightly heathers at their own cost; they must submit a plan to the committee. Generally, any plans for removal should be done with plans for replacing the plant.
- 7.2.9. Some tree limbs that are touching the buildings have been flagged for Custom Cut to remove.
- 7.2.10. Louann Chapman has joined the landscape committee.

**7.3. IT (Pete Asprey)**

- 7.3.1. Agenda/Zoom Meeting Setup & Management/Recording/Reminder
- 7.3.2. Publish/Distribute Minutes/Newsletter
- 7.3.3. Finished Audit of Resident Data; 89% Response
- 7.3.4. Distributed Printed "1 Pager" to each Unit By Name & By Unit
- 7.3.5. Uploaded latest Residents files to website
- 7.3.6. Posted in Cubhouse: Calendar thru November with separate "Events list" and BB Name/Unit List
- 7.3.7. Completed "1st Draft" of "public website"

**7.4. Safety (Donna Collier)**

- 7.4.1. No report given.

**7.5. Social (Bev Brownrigg)**

- 7.5.1. A catered chicken dinner is being scheduled for 5:30 PM on September 29th. Please watch for further details. Details will be published in the clubhouse.

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

- 7.6.1. Jody presented to the Board, a survey that was prepared by the Rules and Regulations committee. The committee requested permission from the Board to submit the survey to the general membership. The survey addresses flags and banners, charging for use of the clubhouse, and a follow up on last year's survey regarding the association's communication and management.
- 7.6.2. Rupert Ayton moved to approve sending out the Rules and Regulations committee survey. Motion was seconded by Lynn Kirlin, and unanimously approved.

**8. Unfinished Business**

- 8.1. 55+ sign (Patty Liggett)
- 8.2. Patty presented an overview of four (4) documents relevant to the discussion regarding the need to correct an oversight and post a "55+" sign in a public place in our community.
- 8.3. The first two documents referred to VACNCA as being designed as a 55+ community, in accordance with Federal Public Law 100-430, dated September 13, 1988. [ First: Declaration and Covenants, Conditions, Restrictions and Reservations For The Village at Cordata, Northside, A Condominium, Article 11.14 and 11.142 found on page 271, prepared for Tulip Development Company, dated October 16,1990. Second: Sixth Amendment to The Original Declaration. Article 9.1.2 and article 9.1.2 (ii) found on page 18f, dated January 24, 1994.]
- 8.4. The third and fourth documents refer to the requirement for public posting in common areas describing the community housing for persons 55 years of age or older. Phrases such as "adult living", "adult community", or similar statements are not consistent with the intent of the act. [Third: Housing for Older Persons Act of 1995 (HOPA), enacted December 28, 1995. Fourth: First Amendment to Amend and Restated Declaration for Village at Cordata, Northside Condominium, Article 9.1.2 (v), dated March 26, 2009.]
- 8.5. Discussion followed regarding the size of a sign and whether it should be posted inside the clubhouse or on the entryway sign. Patty suggested that "55+" be placed on our entryway sign and at the same time, repaint/refresh the whole sign at no cost to the association. JoAnne Wyatt and Larry Green volunteered to be in charge of repainting/refreshing and adding "55+" to the sign.
- 8.6. Patty moved that in order to correct an oversight and bring us into compliance with HOPA and VACNCA's governing documents, the term "55+" will be added to our entryway sign, as soon as possible. Motion was seconded by Lynn Kirlin, and unanimously approved.

**9. New Business**

- 9.1. Awning Installation Request:
  - 9.1.1. Bachnga White, unit 1256, requested approval for installation of a 10'x18', gray Sunsetter awning above the deck.
  - 9.1.2. Rupert Ayton moved to approve the awning installation at unit 1256. Motion was seconded by Beverly Brownrigg, and unanimously approved.
- 9.2. Clubhouse keys:
  - 9.2.1. Cherie Thomas requested permission to remove the deadbolts on the clubhouse doors because many members have difficulty with them.
  - 9.2.2. Following a discussion, Rupert Ayton moved to remove the deadbolts on the clubhouse doors. Motion was seconded by JoAnne Wyatt, and unanimously approved.
  - 9.2.3. Larry Green volunteered to remove the deadbolts and install plates over those areas.
- 9.3. Rupert Ayton suggested that since next month's meeting is so early in the month, that we not have a financial report presentation. It was then determined that we should not expect a financial report in time for the next board meeting.
- 9.4. 55+ Sign (Patty Liggett)
  - 9.4.1. 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.
  - 9.4.2. 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. Solar Cell Installation:
  - 9.7.1. 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.
  - 9.7.2. Rupert Ayton moved to approve the solar cell installation at Unit #1229. Motion was seconded and approved.

**10. 10. Announcements**

10.1. Next Meeting date: September 15, 2022

**11. Adjourn**

11.1. Rupert Ayton moved to adjourn. Motion was seconded by Patty Liggett, and unanimously approved.

11.2. Meeting adjourned at 11:30AM, by Cherie Thomas..

Submitted by: Patty Liggett, Secretary