

**Village at Cordata, Northside, Condominium Association**  
**Meeting of the Board of Directors**  
**Thursday, September 15, 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; Patty Liggett, Secretary; Linda Sheeks, Architectural Manager; Lynn Kirlin, Member; Beverly Brownrigg, Member

**Board Member Absent:** Rupert Ayton, Treasurer

**Members Attending:** Pete Asprey, Bill Donahue, Evelyn Friesen, Sylvia Hampson, David Harris, Judy Hultgren, Sheila Johanssen, Jody McBee, John McBee, Michael McGowan, Leslie McRoberts, Charlotte Martin, Cheryl Scheele, Jim Tragesser

**Property Manager Attending:** Rachel Long

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

**2. Roll Call: All Board members, except Rupert Ayton, were present. Rachel Long was present.**

**3. Members Open Forum:**

- 3.1. Topics discussed and added to the agenda were: Clubhouse bookcase, Budget committee report, and Posting Alzheimer's posters in the clubhouse.

**4. Minutes Approved**

- 4.1. Lynn Kirlin moved to approve the board of directors minutes from August 18, 2022, as published. Motion seconded by Beverly Brownrigg and unanimously approved.

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

5.1. No treasurer's report was given

5.2. Budget Committee:

- 5.2.1. The Budget Committee met on September 7. The report was submitted by Rupert and was read by Cherie Thomas.
- 5.2.2. The committee reviewed the total reserve cost estimate of \$495,355 and discussed the hypothetical nature of the reserve study and its basis.
- 5.2.3. A trend analysis of historical reserve revenues, expenditures and surplus back to 2017, current reserve revenues and expenditures through July, the 2022 reserve budget, the 2023 reserve study suggested budget, and a first take on a 2023 reserve expenditure budget were all reviewed. Items discussed included roofs, siding, painting, windows, crawl space, gutters, curbs, and club house carpet. The initial reserve expense budget was \$95,500.
- 5.2.4. They also reviewed a trend analysis of historical operating revenues, expenditures and surplus back to 2017, current operating revenues and expenditures through July, the 2022 operating budget, and a first take on a 2023 operating budget. The cost of the Comcast cable service was discussed, as was landscaping, insurance, general repairs, and water/sewer cost. The initial operating expense budget was \$275,400.
- 5.2.5. They discussed the pros and cons of leaving dues unchanged, adjusting the allocation to reserves, and increasing dues. Given the current inflation situation, and experience this year with rising costs, they agreed to look at a budget with a \$30 increase of the monthly member assessment from \$470 to \$500, a 6.4% increase, for a total of \$360,000.
- 5.2.6. The committee plans to meet again on September 20th.

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

- 6.1. Rachel sent the work order report to Cherie Thomas and Linda Sheeks for review.
- 6.2. The window cleaning company is not able to change the schedule.
- 6.3. Cherie Thomas informed members that two links have been added to the VACNCA website where members can connect to the Access portal.
- 6.4. Rachel will send the portal instructions to Cherie Thomas and Cherie plans to include them in the next newsletter.

**7. Committee Reports**

7.1. Architectural (Linda Sheeks)

- 7.1.1. Unit 5077 - Windows have been installed. Painting and new gutters should be completed soon.
- 7.1.2. Seeking bids for painting 7 units next year.
- 7.1.3. Gutter & downspout cleaning and removal of moss on roofs are scheduled for November.
- 7.1.4. Window replacements should begin Friday on additional units that are scheduled for this year.

7.2. Landscape (Stephanie Sarver) The report was submitted by Stephanie and read by Cherie Thomas.

- 7.2.1. The Landscape Committee met on August 25, reviewed landscape requests, and discussed budget planning for 2023.
- 7.2.2. Stephanie met with Don Waters and discussed how best to plan the removal and replacement of dead heather plants throughout our neighborhood. The Landscape Committee plans to create a map & tag plants for removal, then have Don submit an estimate of the cost of removing and replacing them. From that, the committee can formulate a budget for the removal and replacement.
- 7.2.3. Landscapers are doing the autumn trimming. Please be patient and only submit special maintenance requests if plants pose an immediate risk to a structure or pose a safety hazard. The landscapers try to work methodically, and special requests for immediate service disrupts the routine.
- 7.2.4. The committee is interested in opinions about long-term planning for trees. The five year plan concludes next year, so we need to look beyond 2023 for how best to ensure the health and, where indicated, replacement of trees.

### 7.3. IT (Pete Asprey)

- 7.3.1. Agenda/Zoom Meeting Setup Management/Recording/Reminders
- 7.3.2. Publish/Distribute Minutes
- 7.3.3. Managed Calendar
- 7.3.4. Improved Clubhouse Use Request form
- 7.3.5. Added button to look at the online calendar before submitting request.
- 7.3.6. Progress on new "public website" will test with new CC&R's
- 7.3.7. Fixed problems with "Mail is In!" AGAIN! Down now. May need a new unit (about \$50) replacement to keep Mail is In! alive

### 7.4. Safety (Donna Collier)

- 7.4.1. No report given

### 7.5. Social (Bev Brownrigg)

- 7.5.1. A catered chicken dinner is scheduled for September 29, at 5:30 PM in the clubhouse. It will cost \$10 per person.

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

- 7.6.1. Jody reported that the rules and regulations revised document has been submitted to the board for the board's consideration. The committee is requesting input from the board prior to the document being submitted to the attorney to make sure it is in compliance with other governing documents.
- 7.6.2. The committee also submitted the results of their recent survey to the board for the board's consideration and input.

## 8. Unfinished Business

- 8.1. No unfinished business.

## 9. New Business

### 9.1. Clubhouse bookcase

- 9.1.1. Sheila Johanssen requested an additional bookcase for the clubhouse.
- 9.1.2. Cherie Thomas will include a request in the Newsletter for a donation of an additional bookcase for the clubhouse.

### 9.2. "Mail is in" equipment

- 9.2.1. Pete Asprey requested permission to purchase a new switch box for the "Mail is in" notification that alerts members when the mail is in.
- 9.2.2. Lynn Kirlin moved to purchase a new "Mail is in" switch box at a cost up to \$100. Seconded by JoAnne Wyatt and unanimously approved.

### 9.3. Non-profit posters in the clubhouse

- 9.3.1. Cheryl Scheele requested permission to post an Alzheimer's fundraising poster in the clubhouse.
- 9.3.2. Following discussion, a decision was made to refer the request to the Rules and Regulations committee.

## 10. Announcements

- 10.1. Next Meeting date: October 20, 2022

## 11. Adjourn

- 11.1. Joanne Wyatt moved to adjourn. Motion was seconded by Beverly Brownrigg and unanimously approved.
- 11.2. Meeting adjourned at 10:57AM, by Cherie Thomas.

Submitted by: Patty Liggett, Secretary