

Village at Cordata, Northside, Condominium Association
Meeting of the Board of Directors
Thursday, October 20, 2022 at 10:00 AM, via Internet Zoom

Minutes

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, Louann Chapman, Connie Donahue, Barbara Green, Larry Green, David Harris, Jody McBee, John McBee, Charlotte Martin, Rhea Ramsay, Stephanie Sarver, Earl Sheneman, Eunice Smith, Jim Tragesser

Property Manager Attending: Rachel Long

1. Call to Order: 10:03AM by Cherie Thomas.

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

3. Members Open Forum:

- 3.1. Topics discussed were the rules and regulations document, pathways, and that yard clippings should be left curbside on Wednesdays for the gardeners to pick up.

4. Minutes Approved

- 4.1. JoAnne Wyatt moved to approve the Board of Directors Minutes from September 15, 2022, as published. Motion was seconded by Lynn Kirlin and unanimously approved.

5. Treasurer's Report (Rupert Ayton)

5.1. Investments update

5.1.1. In our Edward Jones brokerage account, we have 6 CDs with maturities ranging from 6 months to 55 months (known as a maturity ladder) totaling \$123,000. The average rate is 3%. 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.

5.1.2. We have \$10,000 invested in a Treasury Direct account with a current yield of 9.62%.

5.2. September transaction review

5.2.1. Rupert has reviewed the most recent water/sewage usage and the numbers do not indicate any issues. All other payments are appropriate.

5.2.2. During the month, we appropriately reclassified approximately \$5,000 of landscape expense from operations to reserves.

5.2.3. Member dues: As of 9/30, one member was late for \$470 and another member was late for \$100.

5.3. Reserve Study

5.3.1. We received the reserve study update. It will be posted on the VACNCA website.

5.4. Budget Committee

5.4.1. The Committee will present the final budget for 2023 at the November meeting. As of our last meeting, the committee is holding steady to the proposal to raise monthly dues to \$500 from \$470, in response to inflation.

5.4.2. David, of Access, will review the proposed budget before it is presented to the Board.

5.5. Operating Fund Financial Report

5.5.1. Balance Sheet at 9/30/22

5.5.2. Total assets of \$68,074.37

5.5.3. Liabilities of \$33,020.42

5.5.4. Operating Fund Surplus of \$35,053.95

5.5.5. Revenue and Expense, 9 months ended 9/30/22

5.5.6. Revenues of \$202,458.02, on budget

5.5.7. Expenses reported of \$205,927.37, over budget

5.5.8. Operating net loss for the year of \$<3,463.35>

5.6. Reserve Fund Financial Report

5.6.1. Balance Sheet at 9/30/22

5.6.2. Total assets and total reserve of \$287,499.89

5.6.3. Revenue and Expense, 9 months ended 9/30/22

5.6.4. Revenues of \$51,602.08

5.6.5. Expenses of \$46,389.20, on budget

5.6.6. Reserve net surplus for the year of \$8,099.52

6. Property Managers Report (Rachel Long)

- 6.1. Work order reports have been sent to Cherie and Linda for their review.
- 6.2. Ducting work is being completed on one unit.
- 6.3. Huizenga snow removal contract has been submitted to the board for review.

7. Committee Reports

7.1. Architectural (Linda Sheeks)

- 7.1.1. Windows are currently being installed in some units.
- 7.1.2. Windows: Doug and Linda will do a walkabout at the 7 homes designated to be painted next year and determine if any new windows are needed. Those will be ordered in the next couple of weeks. Hopefully, they can be installed very early Spring before painting begins.
- 7.1.3. Painting of homes: Since we are seeking bids for next year, Linda and the contractor we used this year walked around 7 homes that are planned for painting in 2023.
- 7.1.4. Siding/fascia board replacement: Some fascia boards and siding may need to be replaced before houses are painted next year.

7.2. Budget (Rupert Ayton)

- 7.2.1. This was addressed during Treasurer's report.

7.3. IT (Pete Asprey)

- 7.3.1. Agenda/Zoom Meeting Setup & Management/Recording/Reminders
- 7.3.2. Publish/Distribute Minutes/Newsletter
- 7.3.3. Managed Calendar
- 7.3.4. Updated Unit History Database (thanks, Linda!)
- 7.3.5. Progress on new "public website" will test with new CC&R's when ready
- 7.3.6. Report to Board "Mail is In!" record of mail arrival time since June
- 7.3.7. 85% up time for the system; not good. Made repairs

7.4. Landscape (Stephanie Sarver)

- 7.4.1. The Committee met on September 28 and these key issues were discussed:
- 7.4.2. Dead heathers removal / replacement: Custom Cut estimates cost of at least \$10,000 to cover cost of removal/replacement of 64 heathers. Number of plants needing attention is likely higher than 64, but not all plants will need to be replaced.
- 7.4.3. Suggested gathering owner sentiments on the priorities related to long-term replacement/maintenance.
- 7.4.4. Should we add this project to the budget for 2023 as a Reserve expense?
- 7.4.5. Mulching – would enhance the appearance throughout Northwind. Owners have typically paid for mulching of garden beds. If VACNCA were to take on this effort, costs would likely be in the tens of thousand dollar range.
- 7.4.6. Routine maintenance requests received from 5 units, submitted to Custom Cut
- 7.4.7. Unit 5079 – requested moving forward on drainage issue near walkway. We're waiting for cost estimate from Custom Cut, and requested assessment of best approach for managing water (French drain or rock sump?)
- 7.4.8. Sprinklers: Louann will make an effort to review sprinkler maps with a long-term goal of doing house-by-house evaluation of sprinklers.

7.5. Social (Bev Brownrigg)

- 7.5.1. The September catered chicken dinner was well attended. We would like to plan something for November or December. Please contact Bev if you have any ideas or if you would be able to help with an event.

8. Unfinished Business

8.1. Rules and Regulations (Cherie Thomas)

- 8.1.1. The revised rules and regulations document was submitted to board members last month for review and input. There was no further discussion.
- 8.1.2. Joanne Wyatt moved to approve the new rules and regulations document and get it sent out to unit owners. Motion was seconded by Beverly Brownrigg, and unanimously approved.
- 8.1.3. Cherie Thomas will print the document for everyone, plus it will also be uploaded to the website.

8.2. Pathways (Cherie Thomas)

- 8.2.1. Lynn Kirlin will meet with Don Waters regarding areas of the pathway behind the clubhouse that still need repairs, as well as making a plan for upgrading the exterior pathway. He will report his findings and conclusions to the Board.

9. New Business

9.1. Nominating Committee Formation (JoAnne Wyatt)

- 9.1.1. A nominating committee was formed and tasked with seeking members who wish to be nominated for election, or reelection. Patty Liggett and JoAnne Wyatt's terms will be ending.
- 9.1.2. Committee members are Beverly Brownrigg, Jody McBee, and Charlotte Martin. If you wish to be considered for a Board position, please contact a committee member.

9.2. Snow removal:

- 9.2.1. Following discussion regarding the Huizenga contract proposal for snow removal that was presented to the Board, Rupert Ayton moved to sign up with Huizenga again. Lynn Kirlin seconded and the motion was unanimously approved.

10. Announcements (Cherie Thomas)

10.1. New community member: Welcome to Shirley Nyland, unit #1205

10.2. Upcoming meeting highlights:

- November 2022: 2023 Budget presentation for Board adoption
- December 2022: Budget ratification by General Membership
- January 2023: Annual general membership meeting
Annual committee reports
Election for two Board positions

10.3. Zoom versus Clubhouse in-person meetings

- 10.3.1. Following discussion regarding continuing with Zoom meetings or changing to in person meetings in the clubhouse, the consensus was to continue with Zoom for the time being.

10.4. Next Meeting date: November 17, 2022

11. Adjourn

- 11.1. Rupert Ayton moved to adjourn. Motion was seconded by JoAnne Wyatt and unanimously approved.
- 11.2. Meeting adjourned at 11:35 AM, by Cherie Thomas.

Submitted by: Patty Liggett, Secretary