

**Village at Cordata, Northside, Condominium Association**  
**2023 Budget Ratification Meeting**  
**Thursday, December 15, 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; Beverly Brownrigg, Member; Lynn Kirlin, Member

**Members Attending:** Cindy Asprey, Pete Asprey, Charles Collier, Donna Collier, Dale French, Barbara Green, Larry Green, Vale Hartley, Michael McGowan, Judy Hultgren, Charlotte Martin, Shirley Nyland, Rhea Ramsay, Stephanie Sarver, Earl Sheneman, Jim Tragesser, Barbara Willis

**Property Manager Attending:** Rachel Long

1. **Call to order:** 10AM by Cherie Thomas
2. **2023 Budget Review:** Rupert Ayton reviewed the General Fund and Reserve Fund budget numbers.
3. **Ballot Count:** After a short member discussion session, Rachel Long noted that 13 approve and one deny ballot (14 total) had been received by Access. It was also noted that 19 voting units were represented in person at the meeting.
4. **Budget Ratification:** Rupert Ayton stated that since a majority of the voting power of the association was not present in person or by mail-in votes, the 2023 Budget was ratified.
5. **Adjournment:**
  - 5.1. After a short member discussion session, Rupert Ayton moved to adjourn the meeting. Motion was seconded by Beverly Brownrigg and unanimously approved.
  - 5.2. Meeting adjourned at 10:15 AM by Cherie Thomas.

**Village at Cordata, Northside, Condominium Association**  
**Meeting of the Board of Directors**  
**Thursday, December 15, 2022 at 10:20 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; Beverly Brownrigg, Member; Lynn Kirlin, Member

**Members Attending:** Cindy Asprey, Pete Asprey, Charles Collier, Donna Collier, Dale French, Barbara Green, Larry Green, Vale Hartley, Michael McGowan, Judy Hultgren, Charlotte Martin, Shirley Nyland, Rhea Ramsay, Stephanie Sarver, Earl Sheneman, Jim Tragesser, Barbara Willis

**Property Manager Attending:** Rachel Long

1. **Call to Order:** 10:20 AM

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

3. **Members Open Forum:** No Open Forum discussion.

4. **Minutes Approved:** JoAnne Wyatt moved to approve the Board of Directors Minutes from November 17, 2022, as published. Motion was seconded by Rupert Ayton and unanimously approved.

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

- 5.1. In our Edward Jones brokerage account, we have 6 CDs with maturities ranging from 4 months to 53 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 that shows up in the Reserve account as \$3,729.47 of expense. Since we will hold the CDs to maturity, this expense will be reversed at that time and we will receive full value.
- 5.2. We have \$10,000 invested in a Treasury Direct account with a current yield of 9.62%.
- 5.3. I have not seen the most recent water/sewage usage bills. All other payments appear appropriate.
- 5.4. Dues: No members were past due at the end of November.

**Operating Fund Financial Report**

**Balance Sheet at 11/30/22**

- Total assets of \$66,502.24
- Liabilities of \$28,643.09
- Operating Fund Surplus of \$37,859.15

**Revenue and Expense 11 months ended 11/30/22**

- Revenues of \$247,442.02, On budget
- Expenses reported of \$248,100.17, Slightly over budget
- Operating net surplus for the year of \$<658.15>

**Reserve Fund Financial Report**

**Balance Sheet at 11/30/22**

- Total assets and total reserve of \$271,028.19

**Revenue and Expense 11 months ended 11/30/22**

- Revenues of \$63,018.08
- Expenses of \$77,472.50, On budget
- Reserve net deficit for the year of \$<14,915.57> (note that we budgeted a deficit of \$16,000)

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

- 6.1. Gutter cleaning is delayed due to weather issues.
- 6.2. 1 unit reported a fireplace draft problem. Lynden Sheet metal has the work order.
- 6.3. Crawl space inspections have been delayed.
- 6.4. Access office will be closed Friday through Monday for both Christmas and The New Year holidays. The office emergency number will answer calls.

7. **Committee Reports**

7.1. **Architectural (Linda Sheeks)**

- 7.1.1. Seven units will be scheduled for window replacement and painting in 2023. 14 windows have been identified for replacement. No gutters are scheduled for replacement.

7.2. **IT (Pete Asprey)**

- 7.2.1. Zoom setup/management/recording/reminders
- 7.2.2. Publish/distribute agenda/minutes
- 7.2.3. Posted Clubhouse Calendar
- 7.2.4. Added "Use Tracking" to decide what to remove from web site

Unit: 1204

- 7.2.5. "Mail is In!" Troubleshooting/Battery Change
- 7.2.6. Updated Unit Maintenance Records per Linda's reporting

**7.3. Landscape (Stephanie Sarver)**

- 7.3.1. No landscape requests have been submitted through Access.
- 7.3.2. Beverly Brownrigg is collecting money donations for the gardeners.
- 7.3.3. Jim Tragesser and Vale Hartley continue trimming & removing heather.

**7.4. Nominating Committee (Jody McBee)**

- 7.4.1. Vale Hartley, a Board candidate, informed members of her professional background and experience as a board member of a homeowners association.

**7.5. Safety (Donna Collier)**

- 7.5.1. Donna reported that she and Charlie have installed security cameras at their unit and will share information with members who have interest or questions.

**7.6. Social (Bev Brownrigg)**

- 7.6.1. Thanks to everyone who decorated the clubhouse and provided food for the social tea on December 13th.

**8. Unfinished Business**

**8.1. Hybrid Meeting Equipment (Cherie Thomas)**

- 8.1.1. Lynn Kirlin reported on the cost of acquiring and setting up equipment for hybrid meetings (in person and Zoom). After a discussion regarding the cost of securing and setting up equipment for hybrid meetings, concern with who would be able to monitor the equipment, and whether it would be used, a decision was made to table the discussion for now. Rupert Ayton moved to table the discussion regarding hybrid meeting equipment. Lynn Kirlin seconded the motion and it was unanimously approved.

**8.2. Other Unfinished Business:**

- 8.2.1. When the clubhouse bookcases are overloaded, Vale Hartley will help Sheila Johansen purge and donate books from the bookcases.

**9. New Business**

- 9.1. Unit 1202 (Onorato) requested approval of installation of an access ramp to the front door. Rupert Ayton moved to approve plans for the ramp, following rules the same as for construction of decks as to materials and color of paint. Linda Sheeks seconded the motion and it was unanimously approved. Linda Sheeks will follow up with Michael Onorato regarding the ramp.

**10. Announcements (Cherie Thomas)**

**10.1. Annual Membership Meeting: January 19, 2023**

- Committee annual reports
- Election for two Board positions

**10.2. Next Board Meeting Date: January 19, 2023**

**11. Adjournment**

- 11.1. Rupert Ayton moved to adjourn. Motion was seconded by Lynn Kirlin and unanimously approved.
- 11.2. Meeting adjourned at 11:22AM, by Cherie Thomas.

Submitted by: Patty Liggett, Secretary