

Village at Cordata Northside Condominium Association
Thursday, August 17, 2023 at 10:00 AM, via Internet ZOOM
Meeting of the Board of Directors

Minutes

Board Members Present: JoAnne Wyatt, Vice President; Rupert Ayton, Treasurer; Linda Sheeks, Architectural Manager; Lynn Kirlin, Member; and Beverly Brownrigg, Member.

Board Members Absent: Cherie Thomas, President; Vale Hartley, Secretary.

Members Attending: Pete Asprey, Beverly Brownrigg, Donna Collier, Bill Donahue, Judy Hultgren, Patty Liggett, Michael McGowan, Stephanie Sarver, Earl Sheneman, and Barbara Willis

Property Manager Attending: Rachel Long (and David Long)

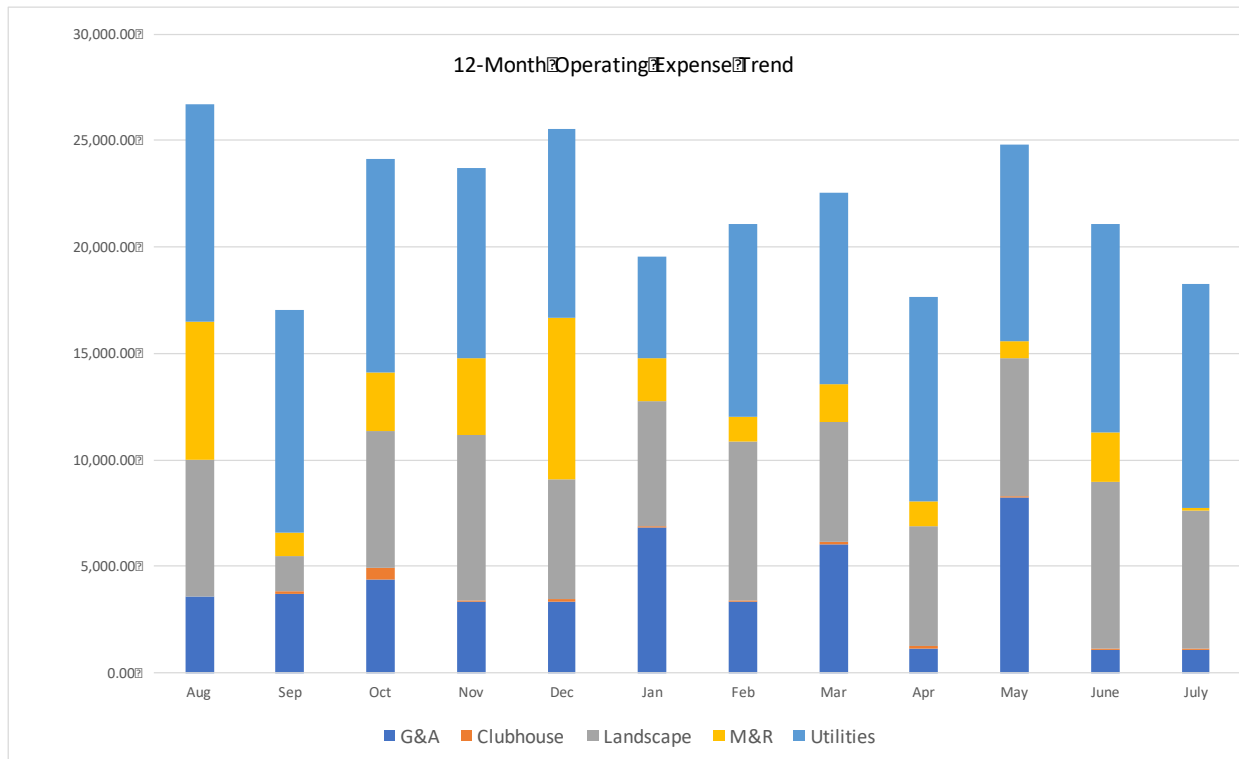
1. Call to order: 10:02 AM by JoAnne Wyatt
2. Roll Call: All board members were present except Cherie Thomas and Vale Hartley.
3. Members Open Forum: No member comments were offered.
4. Approval of Board of Directors Meeting Minutes from July 20, 2023: Rupert Ayton moved to approve. Motion was seconded by Lynn Kirlin. Minutes were approved.
5. Treasurer's Report: by Rupert Ayton
 - 5.1. Investments update
 - 5.1.1. In our Edward Jones brokerage account, we have 7 CDs with maturities ranging from 11 to 57 months (known as a maturity ladder) totaling \$126,000. The average rate is 3.86%.
 - 5.1.2. We have \$10,000 invested in a Treasury Direct account with a current yield of 6.89%.
 - 5.2. July transaction review
 - 5.2.1. I have reviewed the invoices for July and they appear reasonable.
 - 5.3. Member dues
 - 5.3.1. There is a receivable from a unit that is for sale or has sold.
 - 5.4. Audit Update
 - 5.4.1. We will replace our auditor next year as we still have not received a corrected audit for 2022.
 - 5.5. Reserve Study
 - 5.5.1. We have received the updated reserve study from David Bach

Operating Fund Financial Report

- 5.6. Balance Sheet at 7/31/23
 - Total assets of \$70,067.18
 - Liabilities of \$29,618.51
 - Operating Fund Surplus of \$40,448.87
- 5.7. Revenue and Expense 7 months ended 7/31/23
 - Revenues of \$160,825.62
 - Expenses of \$145,085.11
 - Operating net surplus for the year of \$15,740.51

Reserve Fund Financial Report

- 5.8. Balance Sheet at 7/31/23
 - Total assets of \$255,761.54
 - Total reserve of \$255,761.54
- 5.9. Revenue and Expense 7 months ended 7/31/23
 - Revenues of \$49,775.25
 - Expenses of \$59,262.96
 - Reserve net reduction for the year of <\$9,487.71>
- 5.10. JoAnne asked Rupert when the budget committee would be meeting. He reported that it would be during the last half of September. JoAnne and Rupert invited anyone who would be interested in joining the budget committee to get in touch with Rupert.
- 5.11. Rupert and Rachel will coordinate with David Long to have financial reports to Rupert before the Budget Committee meeting.



6. Property Managers Report: by Rachel Long.

- 6.1. Work order reports will be sent to Linda.
- 6.2. Rachel will coordinate with Linda to change the vendor for the fire extinguisher testing.
- 6.3. Rachel thanked Rupert for reclassifying recent work orders.
- 6.4. Rachel executed the Environmental Insulation contract for work that will be completed under some of the units. JoAnne questioned when the work will be completed and Rachel stated that it would be during the next month or so and that unit owners will be notified. (See item # 8.1)

7. Committee Reports:

7.1. Architectural - Linda Sheeks

- 7.1.1. The painter has to finish some work that he agreed to do. It includes repairing a rotting fascia board and a side board frame to a garage door, and looking at a recently sold home where the inspection noted siding and caulking issues.
- 7.1.2. A couple of units are having window problems. A work order has been issued to Country Glass to check out.
- 7.1.3. There have not been any bees or carpenter ants so far this year!
- 7.1.4. Access will prepare a work order to have crawl space covers replaced at four units. These were identified when inspection was done in crawl spaces under all units.
- 7.1.5. In preparation for the Budget Committee meeting next month, Linda will begin looking at costs that will likely be incurred in 2024. These will include outside home repairs, painting of six units and clubhouse, street and driveways re-sealing, and more units having identified work needed in crawl spaces done.
- 7.1.6. Rupert asked Rachel if there was anything final on the truss repairs at Unit 1237. Rachel said that she is waiting for final paperwork information before sending a vendor to complete the repairs. Rachel will email all involved parties, requesting the final paperwork.

7.2. IT - Pete Asprey

- 7.2.1. Zoom setup/management/recording/reminders.
- 7.2.2. Publish/distribute agenda/minutes (and other items) Updated & Printed Clubhouse Calendar
- 7.2.3. Updated Unit Maintenance Records Recovered from a Previous Error Produced Unit Reports. 1X
- 7.2.4. Data Audit
 - Sent Data Audit Forms to all Residents/Owners.
 - Received Completed Forms from 95% of Individuals Entered Changed/Added Data
- 7.2.5. Posted All Formats of Residents List to Web

- 7.2.6. Prepared & Distributed Emergency Contact Reports to Board Entered New Resident's Data
- 7.3. Landscape - Rupert Ayton
- 7.3.1. The Committee met twice during the month to review the irrigation survey responses. We made spare keys for the irrigation control system boxes, taught ourselves how to use the system, and investigated each survey response and made notes that we will compile and share with Don. We did adjust a few sprinklers. And we are indebted to Larry Green for documenting the irrigation control system.
- 7.3.2. We fixed a cracked sprinkler riser on Festival.
- 7.3.3. We received a number of shrub and tree pruning requests and forwarded them to Don.
- 7.3.4. The central gravel walking paths have been resurfaced and we have spent \$2,578.56 of our \$5,000 budget.
- 7.3.5. The first wave of street-visible dead heathers were removed at a cost of \$2,800; there are still more behind or between some units.
- 7.3.6. Don will reseed the dirt next to the new curbs in the fall.
- 7.3.7. We have plans to plant a Hemlock in the central common area in the fall.
- 7.3.8. We will decide on a replacement for the struggling Alaskan Cedar in the central common area; the tree is alive, but the lower branches will never grow back and it will always be spindly.
- 7.3.9. At July 31, in operations we had spent \$45,404.31 out of a budget of \$85,000, and in reserves we had spent \$4,862.81 out of a budget of \$15,000.
- 7.3.10. Rupert stated that the Custom Cut landscape contract is submitted for renewal. After reviewing the contract, Rupert said it is identical to the current contract, with an approximate 3% increase. Following discussion, Rupert moved to approve the contract. Lynn Kirlin seconded. Motion was unanimously approved by all attending board members.
- 7.3.11. Linda Sheeks questioned if requests for landscaping take priority over the landscaper's regular schedule. Rupert said that not too many requests are coming in, so the committee leaves it up to Don to schedule everything in. Pruning is built into the contract and Don can schedule special requests into the pruning schedule.
- 7.3.12. Rupert reminded the board that heather removal, walkway repairs, and broken pipe repairs are all items that are billed separately by Custom Cut Landscapers.
- 7.3.13. Overgrowth of trees and shrubs between homes and sprinkler heads that are blocked by shrubs are currently being looked at by the committee and Don.
- 7.4. Safety - Donna Collier stated that there was no new business to report.
- 7.5. Social - Beverly Brownrigg reported that the board will host a BBQ at the clubhouse on Tuesday, August 29, at 5 PM. Everyone is welcome. Please sign up on the sign up sheet in the clubhouse.
8. Unfinished Business
- 8.1. Crawlspace maintenance - Some units between Units 1198 and 1226 will have crawl space items repaired within the next several months. Linda Sheeks will notify those owners who will have repair work completed.
- 8.2. Roadway asphalt - Rupert requested to have Huizenga reset the blue water hydrant markers around the circle. Rachel will also remind Huizenga to contact Linda and JoAnne regarding a walkabout to determine if the roadway needs to be scheduled for filling cracks or resurfacing now or in the near future.
9. New Business
- 9.1. Leslie McRoberts, Unit 1221, requested approval for installation of an awning above the deck. Following discussion, Rupert Ayton moved to approve the request. Motion was seconded by JoAnne Wyatt. Motion was approved.
- 9.2. Contract renewal for Custom Cut Landscaping - This contract was covered earlier in this meeting during item 7.3: Landscape Committee Report.
10. Announcements - JoAnne Wyatt had no announcements.
11. Next Board Meeting Date: September 21, 2023
12. Adjournment - JoAnne Wyatt adjourned the Board meeting at 11:03 AM.

Minutes Submitted by Vale Hartley, Board Secretary

(based on audio transcript, reports submitted by committee chairs, and notes taken by Patty Liggett as substitute secretary)

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