

Village at Cordata, Northside, Condominium Association
Thursday, December 21, 2023, 2023 at 10:00 AM, via Internet ZOOM
Minutes of the Board of Directors

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

Residents Attending: VACNCA IT (Host, Pete Asprey), Charlie Collier, Donna Collier, Evelyn Friesen, Barbara Green, Judy Hultgren, Patty Liggett, Charlotte Martin, Jody McBee, John McBee, Michael McGowan, Shirley Nyland, Rhea Ramsay, Jim Tragesser and Barb Willis.

Property Manager Attending: Rachel Long

1. Call to order: 10:00 AM by Cherie Thomas
2. Roll Call: by Secretary Vale Hartley. All board members present.
3. Members Open Forum: Cherie Thomas shared news of the recent deaths of two people from our community: Mona Roberts, wife of Hal Roberts in Unit 1208 and Constance Collier, Unit 1230.
4. Approval of Board of Directors Meeting Minutes from November 16, 2023: Vale Hartley noted a correction to item 7.8, Nomination Committee. The first sentence should read "Paul Chapman and Jody McBee have agreed to join the Board." Rupert Ayton moved to approve the minutes as corrected. Motion was seconded by Lynn Kirlin. Minutes were approved.
5. Treasurer's Report: by Rupert Ayton

Treasurer's Activities

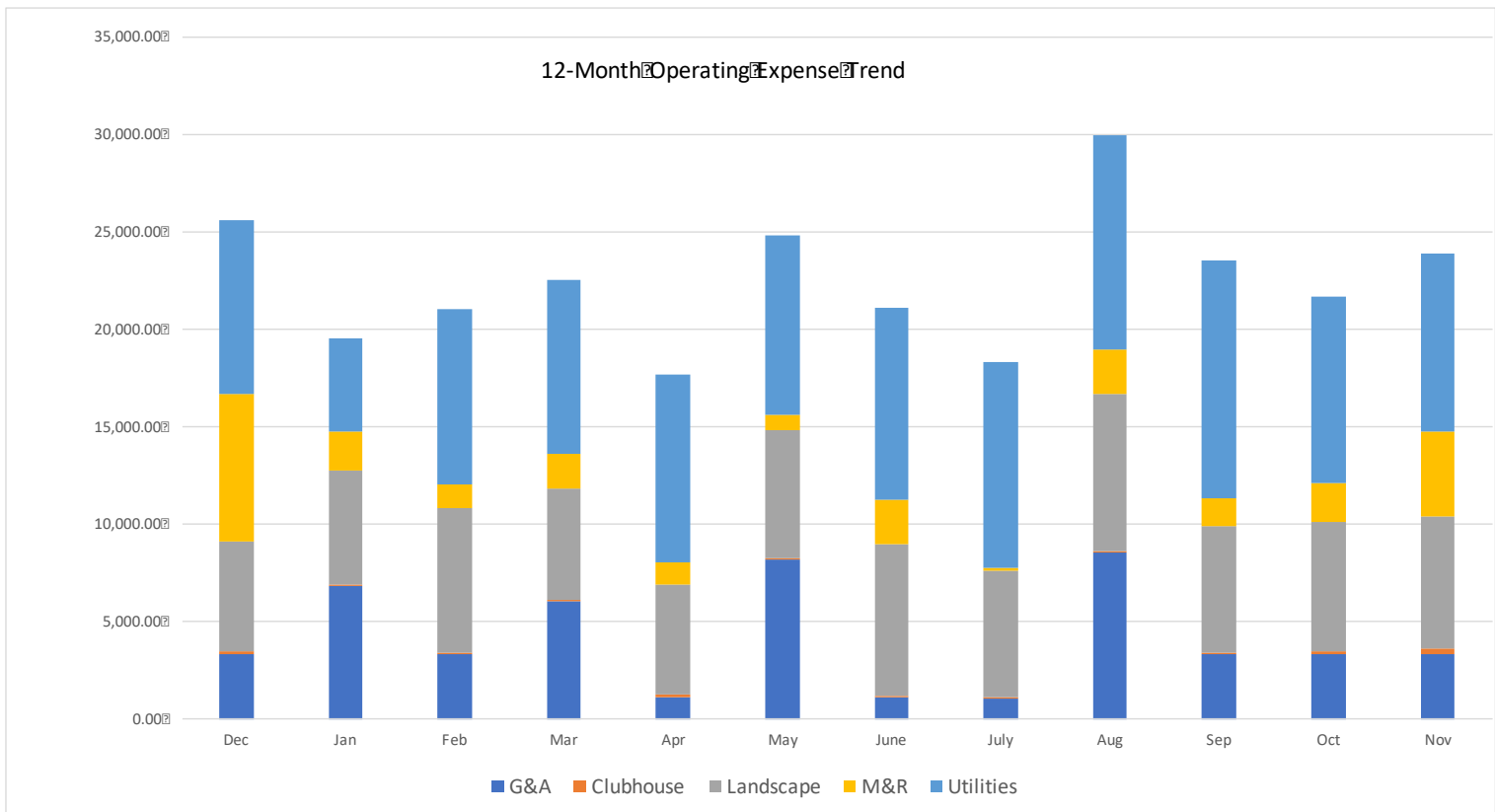
- 5.1. Investments update
 - 5.1.1. At Edward Jones, we have 7 CDs with maturities ranging from 7 to 53 months (known as a maturity ladder) totaling \$126,000. The average rate is 3.86%. We also have \$1,396.76 in a money market account.
 - 5.1.2. We have \$10,000 in a Treasury Direct account with a current yield of 3.38%.
- 5.2. November transaction review
 - 5.2.1. I have reviewed the invoices for November and they appear reasonable.
 - 5.2.2. Since we have a healthy operating surplus, I will let some minor capital expenditures be charged to operations instead of reserves.
- 5.3. Member dues
 - 5.3.1. Units 1208 & 1233 owe a \$25 late charge, and unit 1241 owes \$165, as of 11/30.

Operating Fund Financial Report

- 5.4. Balance Sheet at 11/30/23
 - 5.4.1. Total assets of \$56,686.61
 - 5.4.2. Liabilities of \$25,476.60
 - 5.4.3. Operating Fund Surplus of \$31,210.01
- 5.5. Revenue and Expense 11 months ended 11/30/23
 - 5.5.1. Revenues of \$252,860.40
 - 5.5.2. Expenses of \$246,358.75
 - 5.5.3. Operating net surplus for the year of \$6,501.65

Reserve Fund Financial Report

- 5.6. Balance Sheet at 11/30/23
 - 5.6.1. Total assets of \$246,995.87
 - 5.6.2. Total reserve of \$246,995.87
- 5.7. Revenue and Expense 11 months ended 11/30/23
 - 5.7.1. Revenues of \$78,167.08
 - 5.7.2. Expenses of \$96,420.26
 - 5.7.3. Reserve net reduction for the year of <\$18,253.18>
 - 5.7.4. Rupert had a brief discussion with Rachel re: collection of late fees due.



6. Property Managers Report: by Rachel Long.

- The results of voting for the 2024 budget are in: the budget passed with 28 yes votes and one no vote. Therefore the budget is ratified, and the new dues rate of \$550 goes into effect on January 1, 2024. Access will remind people to adjust their payments as necessary. Rachel verified that Rupert Ayton is the primary contact for Huizinga re: snow/ice removal, and told us that Luna in her office is the primary contact in her office for landscaping concerns.
- Rachel also reported that she has been in contact with Molly at Saratoga Commercial Real Estate regarding the beaver problem in the wetland adjoining the Festival property. Molly says they are working on relocating the beavers. Any news about identifying the exact location of our property line will be relayed to Rupert Ayton.
- Access needs a key to the clubhouse for contractors; Rupert will work with Rachel to get her office a key.

7. Committee Reports:

7.1. Architectural - Linda Sheeks

- Gutter and downspouts cleaned out. Crew noticed that there were a number of homes with gutters that need minor repairs; they are re-caulking seams that are leaking and reattaching gutters that are coming loose from the fascia boards.
- Environmental Pest Control was called out to deal with a mouse that got into insulation in the heat duct at a residence. There was no charge for this service since we pay for the pest control boxes they maintain, and any requisite follow up is covered by the contract.
- Doug, our window installer, is watching to see if there is going to be a cost increase and if that happens, he will order our replacement windows prior to the increase. Doug will contact owners when it is time to take measurements for replacement windows.
- Some existing older windows need to be re-caulked. No decision was made on this item.

7.2. IT - Pete Asprey

- Zoom setup/management/recording/reminders
- Publish/distribute agenda/minutes (and other items)
- Proposed change to distribution process
- Updated the Board information database

7.3. Landscape - Rupert Ayton

- Don from Custom Cut is following up on work orders from residents, will buy a hemlock to replace a missing plant near Unit 1207 and is working on planting a redbud tree behind Unit 1202 to replace a dead tree.

7.4. Safety - Donna Collier.

- The Safety Committee recommends residents to consider getting reflective vests to wear when they are out at night to improve visibility around traffic. Vests are available at many local retailers including Walmart and Ace Hardware.
- A discussion about the possibility of having Huizinga de-ice individual unit driveways ended with a decision that driveway and sidewalk deicing is the responsibility of residents, not our contractor.

7.5. Social - Beverly Brownrigg and Patty Liggett

- A holiday dinner was held on December 12th. It was well attended.
- A meeting to plan events for 2024 is in the works with details TBA.
- Cards/games are still being held on Monday and Thursday afternoons.

8. Unfinished Business

- 8.1. Xfinity/Comcast - A discussion ensued regarding transition challenges some residents are having with moving to the new VACNCA Xfinity contract. Rupert clarified that the new contract includes Xfinity's "X1 Popular TV" channel lineup and two cable boxes (each with built-in DVR capability). Residents are responsible for taking their own old cable boxes in to Xfinity if they need to upgrade. Rupert will try to track down a contract number to assist people when they talk on the phone with Xfinity customer service representatives. Vale Hartley offered to try to write up a handout that will clarify exactly what the cable TV portion of resident HOA dues actually includes. This document could then be included in the new resident welcome meeting. Rachel said she would appreciate having such a document to potentially customize and use with other Access HOA clients.

9. New Business

9.1. Proposed change to minutes distribution - Pete Asprey

- 9.1.1. Pete asked for the Board's input regarding a plan to stop printing paper copies of Board meeting minutes. He will alert the seven residents who are currently receiving these copies that they can read the posted copy in the clubhouse or make arrangements to access the digital copy on the VACNCA website. In addition, a pdf copy of the minutes will no longer be attached to emails announcing their publication. Instead, residents will be directed to access the pdf copy on our website to download and read or print as they wish. A brief discussion ensued to clarify how it would work, and he will now move ahead with his plan.

10. Announcements

- 10.1. Access will waive late fees in January for residents who do not pay dues on time, in case people have trouble setting up payments with the new HOA dues amount.
- 10.2. Vale Hartley thanked residents for contributing to the holiday bonus for the landscaping crew.

11. Next Board Meeting Date (and Annual Meeting Date): Thursday, January 18, 2024

12. Adjournment - Rupert Ayton moved to adjourn the meeting at 11:30 am. Lynn Kirlin seconded the motion, and it passed.

Meeting adjourned at 11:30 am by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.

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