

Village at Cordata Northside Condominium Association  
Thursday, April 18, 2024 at 10 AM, via internet ZOOM  
Minutes of the Board of Directors

**Board Members Present:** Cherie Thomas, President; Jody McBee, Vice President; Rupert Ayton, Treasurer; Linda Sheeks, Architectural Manager; JoAnne Wyatt, Member; and Charlotte Martin, Member.

**Residents Attending:** VACNCA IT (Host, Pete Asprey), Barbara Green, Larry Green Cheryl Scheele, Evelyn Friesen, Victoria McCallum, Bill Donahue, Earl Sheneman, Beverly Brownrigg. Judy Hultgren, Mike McGowan, Barb Willis, Rhea Ramsay, Stephanie Sarver, Sylvia Hampson.

**Property Manager Attending:** Rachel Long

1. Call to order: 10:00 AM by Cherie Thomas
2. Roll Call: by Vice President Jody McBee. Vale Hartley, Secretary, was absent.
3. Members Open Forum: Cherie Thomas reported that the clubhouse will no longer have a recycling bin and members need to place recycle items in their individual containers, not on the table in the clubhouse. We may keep the plastic recycle bins or return them to Sanitary Service. Plastic bags are no longer acceptable in recycle bins. Linda Sheeks will investigate recyclable bags and report.
4. Approval of Board of Directors Meeting Minutes from March 21, 2024: Rupert Ayton moved to approve the minutes; the motion was seconded by JoAnne Wyatt. Minutes were approved.
5. Treasurer's April 2024 Report
  1. 2023 Audit
    - a. Audit is currently underway and we expect the draft soon.
  2. Investments update
    - a. At Edward Jones, we have 7 CDs with maturities ranging from 3 to 49 months (known as a maturity ladder) totaling \$126,000. The average rate is 3.86%. We also have \$3,192.68 in a money market account earning 1%.
    - b. We have \$10,000 in a Treasury Direct account with a current yield of 3.38% and accrued interest of \$880.
  3. March transaction review

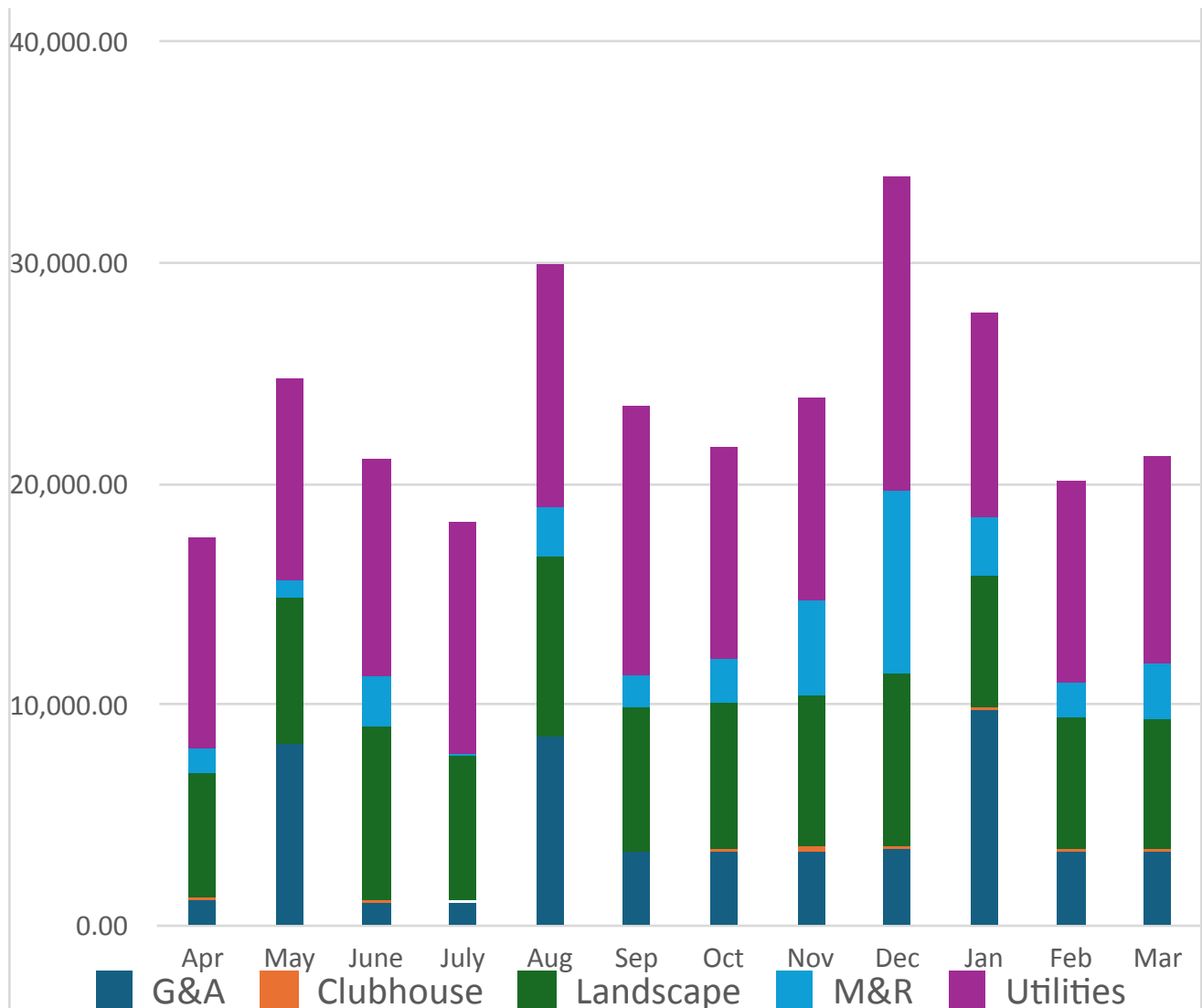
- a. I have reviewed the invoices for March and all appear reasonable. I have added \$2,250 to G&A for insurance amortization as that seems to be missing. Unit 1208 incurred a \$110 expense for roof shingle repair. Unit 1264 had a leaky pipe which doubled water usage for 2 months
- 4. Member dues
  - a. As of the end of March we had one member delinquent \$175. This would appear to be late fees and possibly the \$50 monthly increase in dues and has been an ongoing problem.

#### Operating Fund Preliminary Financial Report Adjusted for \$2,250 insurance amortization

- 1. Balance Sheet at 3/31/24
  - a. Total assets of \$70,392.25
  - b. Liabilities of \$38,806.14
  - c. Operating Fund Surplus of \$31,586.11
- 2. Revenue and Expense for the 3 months ended 3/31/24
  - a. Revenues of \$75,529.34
  - b. Expenses of \$64,169.47
  - c. Operating net surplus for the year of \$11,359.87

#### Reserve Fund Preliminary Financial Report

- 1. Balance Sheet at 3/31/24
  - a. Total assets of \$261,379.93
  - b. Total reserves of \$261,379.93
- 2. Revenue and Expense for the 3 months ended 3/31/24
  - a. Revenues of \$23,681.63
  - b. Expenses of \$17,672.71
  - c. Reserve net surplus for the year of \$6,008.92



## 12-Month Operating Expense Trend

6. Property Managers Report (Rachel Long): Rupert Ayton, Landscape Committee, will report wasp nests to pest control as needed.

### 7. Committee Reports:

#### 7.1 Architectural Reports: - Linda Sheeks

New gutters will be installed on three homes. They are originals and starting to cause rotting of fascia boards, gutters becoming unattached from board, and leaking at corners where gutters were not installed correctly. Three houses have been selected to get new gutters this year. The process will begin next week.

The painter has informed Linda that the crew should be able to begin painting next week. Linda recently shared with the board information on using different colors as accents to the primary color for houses to be painted. It was decided that only homes with shingles would work for this two-toned effect.

Doug from Country Glass has not measured for replacement windows yet.

Linda is in search of a window washing company for the VACNCA community. Scrub a Dub has the lower bid. Rachel Long recommended Sparkle Clean. Owners are responsible for payment for window washing on their units. Work is estimated to take place in June or July.

JoAnne Wyatt moved that we hire Scrub a Dub. Charlotte Martin seconded the motion. The motion passed unanimously. A clipboard will be placed in the clubhouse for owners to sign up for the service on a cash only basis.

#### 7.2 IT - Pete Asprey

Pete reported that he is working on the calendar, and updating the mailing list.

#### 7.3 Landscape – Rupert Ayton

Bev Brownrigg will contact Access to remove the ground cover in her area.

Following discussion, Rupert forwarded a motion to use latex and sand paint on the trunks of the remaining trees in the area where beavers have been cutting them down. The motion was seconded by Charlotte Martin and carried unanimously.

Rupert will check on a bid from Don, our landscaper, for aerating.

Pete Asprey will ask Access to have the rhododendrons trimmed near his AC unit.

Victoria McCallum inquired about the status of her request to remove the ivy from the arborvitae tree behind her unit. She emphasized the importance for the preservation of the trees. Rupert will check on this.

#### 7.4 Safety - Donna Collier

No report.

#### 7.5 Social - Patty Liggett and Charlotte Martin

Charlotte Martin reported that socials are scheduled for April 30, 2:00 PM, a tea; May 16, 5:00 PM, a dinner. Charlotte emphasized that volunteers for hosting events are needed to ensure we have events in the future.

8. Unfinished Business

Kathy Centanni's (*corrected from original minutes, which incorrectly mentioned Carla Martin instead*) Sunsetter awning is on hold. Toilet casting is on hold.

9. New Business

Sanitary Service recycle bins can be retained by owners or returned to SS. There is no recycle bin available at the clubhouse so owners must dispose of their own recycling.

The bird feeders that have been installed will not be filled.

Large dogs, over 40 pounds, are not allowed on site. This applies to caregivers and guests.

10. No announcements.

11. Next Board Meeting Date: May 16, 2024

12 Adjournment - Rupert Ayton moved to adjourn the meeting at 10:17 AM. Charlotte Martin seconded the motion, and it passed unanimously.

Minutes submitted by Jody McBee, Board Vice President