

**ANNUAL BOARD MEETING**  
**VILLAGE AT CORDATA NORTHSIDE CONDOMINIUM ASSOCIATION**  
**Thursday, January 14, 2016**

Meeting was called to order at 2:00 pm by Mike Kirk, President

Mike Kirk welcomed the group of 31 residents in attendance and outlined the purpose of the association annual meeting. He announced the resignation of Board member Lynn Kirlin after the meeting today.

With the attendance of board members Mike Kirk, Earl Sheneman, Larry Green, Bev Brownrigg, Cindy Asprey, Sue Conger and Lynn Kirlin a quorum of board members was reached.

Minutes of the Annual Meeting held January 15, 2015 were approved as written.

Treasurer's Report and Budget Summary were given by Earl Sheneman

12-31-2015 balance sheet total assets of \$27,997.98

12-31-2015 Reserve Fund balance of \$208,236.09

Larry Green summarized the 2015 Building and Grounds and posted details in the clubhouse.

Barb Green gave a report the Social Committee report for 2015. Details are posted in the clubhouse.

**Election of Board Members**

- Mike Kirk gave a brief election review clarifying the process for election of board members
- Candidates, Earl Sheneman and Mike Onorato, were introduced and gave a brief review of their qualifications
- Call for nominations
- Call for votes
- Results were election of Earl Sheneman and Mike Onorato

**Open Meeting Discussion:**

- Pete Asprey requested calendar events for 2016
- Mike Onorato asked members to consider attendance at annual board meeting
- Barb Green thanked Mike Kirk for his efforts as a board member
- Mike Kirk recognized Lynn Kirin's years of service on the board

Meeting adjourned at 2:55 pm

Respectively submitted by Cindy Asprey

# VACNCA Board Meeting

February 11, 2016

Present: Mike Onorato, Larry Green, Earl Sheneman, Bev Brownrigg and Cindy Asprey

Absent: Sue Conger - excused

Quorum: Yes

Welcome Members: Cheryl Scheele, Caroline Yaude, Joe Willis, Ray & Rhea Ramsey, Barb Green, Wes Metune, Dale French, Jo Anne Wyatt and Pete Asprey

Minutes of Annual Meeting of January 14, 2016 were approved following a motion.

Treasurer Report: Earl reported that –

- Balance Sheet Assets are \$49,333.36
- All bills paid
- Gathering information for auditor of 2015
- Reserve Fund is at \$213,569.09
- All checks in
- Monies from the 2015 year end were transferred to the checking account

Building and Grounds Report: (Larry Green)

- Garage door operator replaced
- Dry rot fixed in units 1222 and 1242
- 6 trees removed
- Roof moss removed
- Dryer vents cleaned

New Business:

- Bev Brownrigg accepted position as Vice President on the board
- Earl said backup person for the treasurer was needed when he was out of town for extended time. For treasurer the information is in Quick Books. He motioned that Pete Asprey be backup
- Mike O. suggested possible committees that any resident can serve on. They are Budget and Finance, Building and Grounds, Insurance, Nominations and Social Committee
- Rhea Ramsay was appointed as director on the board
- Pete Asprey agreed to be treasurer backup and the motion was seconded by Rhea and carried by the board

Resale Certificate:

- Mike O notified the board that Caroline Y. has done this for 8 + years
- July 1, 2016 will be when Caroline Y. stops
- Caroline will teach Mike O. and Bev B. the process to complete resale certificate
- Caroline has a Mac and Pete Asprey agreed to help her convert the information to be accessed on Windows

Open Discussion:

Jo Anne W. commented that the Resale Certificate program that VACNCA has is the best in town.

Jo Anne W. believes the committee idea is a good one

Next board meeting will be Thursday, March 10, 2016 at 10:00 AM

Meeting adjourned

Cindy Asprey, secretary

# VACNCA Board Meeting

March 10, 2016

Present: Mike Onorato, Larry Green, Earl Sheneman, Bev Brownrigg, Cindy Asprey, Rhea Ramsay and Sue Conger  
Quorum: Yes

Welcome Members: Jim Peeples, Barb Green, Dale French, Pete Asprey, Dale Harvey, Jo Ann Wyatt and Dean Haskins

Minutes of board meeting on February 11, 2016 were approved.

Treasurer Report: Earl reported that –

- Balance Sheet Total \$40,195.99
- All bills paid
- Information for 2015 audit ready to go to auditor
- Reserve Fund is at \$219,426.10
- All but two are checks in
- Pete Asprey and I have met twice to go over Pete's duties as treasurer back-up person

Building and Grounds Report: (Larry Green)

- 6 Flowering crab Apple trees and 1 flowering Cherry tree removed
- 6 stumps removed
- 2 houses prepped for painting

Board Discussion:

- Jim P. request for awning was discussed (discussion below in #3 under New Business)
- Mike O. reported on recent community meeting and discussion of landscaping contractor for Cordata

New Business:

1. Reminder to ALL residents (including those who rent) to return contact sheets. The information provided will be used in case of emergency
2. Rental cap on WA State Supreme Court decision
  - Mike O. suggested bringing issue to the attorney for his opinion
  - Motion made and passed to direct President to contact attorney, Hugh Lewis, regarding the rental cap issue and the Supreme Court Decision
3. Overview of duties of Officers and Board Members
  - Mike O. asked members of the board to review the By-laws to review their role as an officer
4. Jim Peeples (#1252) requested an appeal of a motion made June 12, 2014 concerning the color of outside awning. At that time his request for certain awning color was denied.
  - Motion made by Cindy Asprey, seconded by Bev Brownrigg and passed by the board, allowing the color "nutmeg-tweed" awning.

Open Discussion:

Dean Haskins commented on Rosalie N. good representation of Cordata at meetings

Next board meeting will be Thursday, April 14, 2016 at 10:00 AM

Meeting adjourned

Cindy Asprey, secretary

# VACNCA Board Meeting

April 14, 2016

Present: Mike Onorato, Larry Green, Earl Sheneman, Bev Brownrigg, Cindy Asprey, Rhea Ramsay and Sue Conger  
Quorum: Yes

Welcome Members: Barb Green, Pete Asprey, Jo Ann Wyatt, Ray Ramsey, Lynn Dager, Rosalie Nast, Tim Metune and Bob Hansen

Minutes of board meeting on March 10, 2016 were approved.

Treasurer Report: Earl reported that –

- Balance Sheet Total \$41,039.44
- All bills paid and deposits made
- General Fund Total is at \$219,044.11
- Asked to be excused from May board meeting

Building and Grounds Report: (Larry Green)

- Replaced damaged club house storage doors
- 6 units had painting completed
- Pressure washed 8 sidewalks and 3 patios
- Resealed 18 leaking gutter corners
- Rebuilt steps from living room to patio in 5 units
- 8 Flowering Dogwood trees planted
- Replaced 4 windows in unit 1266
- Replaced garage door in unit 1206

President's Report

- Mentioned request for Emergency Response Coordinator and deputy
- Walk-about & bikers' liability issues
- Request to read RCW 64.34.380 – RCW 64.34.392 in Reserve Study as they do have a tremendous effect on our Reserve Study. Earl said hard copy of Reserve Study is on file cabinet in club house. He highly recommended members read at least the first 15-20 pages.
- Concern for "Loki Lou's"
- Discussion (report below) for Rental Cap

Board Discussion:

- Board rescinded the motion of 5-21-96 regarding painting decks and charging the owner
- Approval given for notices sent to unit owners whose decks need attention
- Subject to the following, approval given to the owners of unit 1222 to replace the door to the deck with a slider
  - Work to be done at owners' cost
  - Work to be done by VACNCA window contractor (Country Glass)
  - Door to be approved door supplied by Country Glass
  - Cost of any problems arising from this project will be paid by owners
- Approved "Consent Agenda" concept for future adjustments

Old Business:

1. Reminder to ALL residents (including those who rent) to return contact sheets. The information provided will be used in case of emergency. Please return completed form to Rhea Ramsay, 1229 Northwind Circle. If you need another form, please contact her and she will provide it to you.
2. Rental cap on WA State Supreme Court decision
  - Moved and passed for peruse of a 90% affirmative Rental Cap request.
  - Mike O. will draft a form for board approval before notifying all unit owners

New Business:

1. Approval of board meeting moved to from 12-8-16 to 12-1-16 due to schedule conflict with annual Christmas Bake Sale
2. Approval to install conforming front screen doors by 1202 and 1268 owners at their cost by an approved VACNCA vendor/contractor

3. Approval for installation of two vinyl windows by unit 1229 at owners' cost and by approved VACNCA vendor/contractor
4. Approval given to unit 1242 owners install a new fireplace at their cost by an approved vendor/contractor.
5. Approval given to unit 1243 owner replacing existing screen doors at owners' expense by an approved vendor/contractor
6. Discussion and approval for owner of unit 1222 for sliding door (see board discussion)
7. Request by Rosalie Nast for reconsideration of earlier board decision concerning use of clubhouse by foreign students attending Whatcom Community College. She requested use on April 29, 2016 and May 27, 2016
  - o Limit 40 students
  - o Most students walk so no parking issues
  - o Rosalie Nast will be on site at both meetings and agrees to be responsible for clean-up
  - o YES vote for approval by C. Asprey, S. Conger, E. Sheneman, M. Onorato, R. Ramsey and B. Brownrigg
  - o NO vote by L. Green

Open Discussion:

Jo Ann W. said some financing institutions are requiring a "rental cap" in order to finance future purchases.

Next board meeting will be Thursday, May 12, 2016 at 10:00 AM

Meeting adjourned

Cindy Asprey, secretary

# VACNCA Board Meeting

May 12, 2016

**Present:** Mike Onorato, Bev Brownrigg, Cindy Asprey, Rhea Ramsay and Sue Conger

**Excused:** Larry Green and Earl Sheneman

**Quorum:** Yes

**Welcome Members:** Barb Green, Pete Asprey, Tim Metune, Dale French, Bob Hansen, Ron Roberts, Barbara and Joe Willis, Martha Wagner and Jim Cook

**Minutes** of board meeting on April 14, 2016 were corrected to identify figures in the treasurer report to name "General Fund" and "Reserve Fund" before being approved.

**Treasurer Report**

- General Fund Total \$34,568.07
- Reserve Fund Total is at \$219,044.11
- Most bills paid and deposits made

**Building and Grounds Report:**

- 3 units (1204, 1212 & 1233) painted
- Three street catch basins reset
- New garage doors at 1206 & 1254 painted
- Street cracks sealed
- Irrigation system checked out

**Presidents' Report:**

- Board Members are a volunteer group
- Mentioned "Rental Cap" issue as related to Condominiums.
- Urged residents and board members to read "Reserve Report". Reserve Study can be found on top of VACNCA cabinets, as well as condo professional journals. Both make interesting read. Please read them at clubhouse

**Old Business:**

- Reserve Study overview
- 6.1 Executive meeting held 4-28-16 with attorney, Hugh Lewis, concerning rental caps and portions of present Declarations. Attorney reported to board members the rental cap as set by VACNCA in 2009 Declarations, will stand at 10% limitations (6 units)
- Attorney described our 1994 Declaration regarding maintenance of decks, awnings with respect "limited" common elements

## New Business:

- 7.2 President discussed the Board's current study of self-management verses professional management. Mike O. stated that the Board will make its decision known as soon as possible. Property management group will discuss what can be expected if the Board decides on property management.
- 7.3 Festival Blvd. seal coating is a joint operation in view of easement signed on October 16, 1990 by developer of both Festival and VACNCA. VACNCA share amounts to \$810.83
- 7.4 Mike O. asked committee volunteers with regard to serving on "insurance", "budget", and "nominations/elections"
- 7.1 Resignations
  - Cindy Asprey will resign her position effective 5-15-16. Motion to accept was unanimous.
  - Current cleaning lady has resigned effective 5-2- 2016 and Barb Green reported she will be interviewing for her replacement
  - Mike O. reported Larry Green announced he will not seek re-election after his present term expires on 12-31-2017 nor will he serve as Maintenance manager after that date. Larry wants the association as much lead time to decide how his job will be filled after that date.

## Open Discussion:

- Joe Willis suggested there are two issues: (1) learning about property management and (2) hiring an individual to take over Larry's duties as Maintenance manager. They could be treated separately.
- Pete Asprey said he would like the board to study costs of professional management.
- Ron Roberts suggested that if we do go to professional management, strict guidelines should be laid out for the firm to follow.

Next board meeting will be Thursday, June 9, 2016 at 10:00 AM

Meeting adjourned

Cindy Asprey, secretary