

Village at Cordata, Northside, Condominium Association
Meeting of Board of Directors
June 8, 2017 at 10:00 A.M. VACNCA Club House

Present: Beverly Brownrigg, President, Jo Anne Wyatt, Vice President, Earl Sheneman, Treasurer, Larry Green, Building and Grounds, Rhonda McMartin, Secretary, Cheryl Scheele, Director and Rhea Ramsay, Director

1. Call to Order: 10:00 A.M. with a quorum present.
2. Earl Sheneman moved and Larry Green seconded the approval of Minutes from May 11, 2017 and the vote was unanimous.
3. Building & Grounds Report (Larry Green) Unit 1218's garage door replaced by Owner. Damaged hedge shrubs replaced and drip line installed. A major leak in the irrigation line behind 1198 was repaired and two damaged windows were replaced in Unit 1240.
 - 3.1 From the records on hand, Larry has a list of 23 homes that do not have inside water shut off valves. He will post the list in the Club House.
 - 3.2 Unit 1210 is requesting approval to install an inside water shut off valve & water filter. Larry moved to authorize the installation at the owner's expense and Rhea Ramsay seconded, it passed unanimously.
 - 3.3 Fiberglass covers between houses/garages were discussed. One owner petitioned the Board to consider allowing her to repair and keep her awning at her own expense for protection from the rain. Larry is concerned about the inability to clean the gutters. Rhea moved and Larry seconded that the decision be tabled until the next meeting and the motion passed unanimously.
 - 3.4 The cost of the Vandalism repairs is \$8,076.41.
4. Treasurer's Report (Earl Sheneman). Bills are paid to date & Earl is waiting on dues from 4 owners. Earl presented improving transparency by implementing a procedure of giving Board members copies of the bank statements. It was decided to provide Bev and Rhonda with paper copies starting next month as well as future posting of the statements on the Cloud for all Board members.
 - 4.1 Earl discussed our option for paying for recent vandalism repairs. He did not feel that a Special Assessment would be required and depending upon discussion of Agenda Item 5.1, will determine his recommendation on Borrowing and/or using other funds.
 - 4.2 Borrowing from Reserve Fund is a possibility but probably not needed.
 - 4.3 Earl pointed out that we need to consider increasing the Contingency Fund to \$15,000.00 in order to be able to fund our Insurance deductible as well as have money for incidentals in the future should there be future insurance claims.
 - 4.4 Our 2016 Audit is completed and available to all Owner's. It is located on top of the middle file cabinet in the Club House.
 - 4.5 The Audit cost us \$1750.00 and Earl feels it is time to obtain a local Auditor and someone who is responsive to his questions, since there have not been responses from the current Auditor, Joseph Vandal. The Board found Mr Vandal's non communication to be unacceptable. Earl moved that VACNCA president, Bev Brownrigg check into local CPA/Auditors for the purpose of having a local firm do the VACNCA annual audits and tax returns from this point on and Larry seconded and it was passed unanimously. Bev will be contacting her CPA and interviewing him since she knows him from her work on other Boards as well as the fact that he handles other Condominium Associations in the area.
5. President's Comments (Beverly Brownrigg)
 - 5.1 Bev deferred to Earl in discussing Professional Management versus Self Management. Earl said that Professional Management would cost at least \$25.00 monthly per Unit. Bev then announced that Larry Pollett is willing to be the Buildings Director and Larry Green is willing to continue as Landscape Director. The transition between the two Larry's is under discussion and being worked out by them. Jo Anne Wyatt made a motion that we accept Larry Pollett's offer to work with Larry Green on the General Maintenance position and Rhonda seconded and it passed unanimously.

5.2 Earl asked about using monies in line item 818 entitled Property Management since we are not going to proceed with Professional Management to pay for the Vandalism expenses. Bev will request her CPA to call Earl with the best way to categorize the funds under discussion as well as how best to account for the incoming Insurance Claim money that will be offset by the Landscaper's charges.

5.3 Since we are remaining self managed, Rhonda brought up the need for Owners to be able to access CAI continuing education as well as the need for a volunteer to stay on top of the Advocacy Blog provided by CAI. Linda Sheeks was asked to do the blog which means that Bev will give up her position with CAI so that Linda is the third member and therefore able to receive notices. With our current three member Membership status with CAI, any Owner can attend any of CAI's Workshops at the reduced member's rate. Owner's interested in workshops, please let the Board know.

6. Old Business:

6.1 Geico Insurance claim money has been received for the full of amount of the lowest submitted bid.

6.2 Larry made a motion that Distribution of Minutes/Notices be allowed according to preferences and Rhea seconded it and it passed unanimously.

6.3 Rhea made a motion that Reserve Study expenditures be expended as needed and not necessarily as scheduled. Cheryl Scheele seconded and it passed unanimously.

6.4 Bev shared that our new Attorney advised us to not sign Festival Square's joint expenses agreement. Jo Anne made a motion for Bev to respond to the request by Festival Square that we decline meeting based on our Attorney's advice. Cheryle Scheele seconded and it passed unanimously.

7. New Business:

7.1 Committee Reports

Social Committee - The request for a Quilt Retreat to be held in February was withdrawn.

Neighbourhood Watch - No report, nothing has happened, all is well.

IT Committee - Pete Asprey has been gathering all important information as it pertains to our Units. He requested that the Audit report be sent to him as a PDF file and that we make the transmission of notices via email as the default in order to encourage Owner's that can receive emails to receive theirs in this manner instead of with paper copies. Pete encouraged us to modernize our practices and procedures.

Insurance Committee report was given by Bev. She announced that Joe Willis resigned from the Committee after having given his approval of the Rice Insurance proposal presented to the Board on June 5, 2017, at 4:30 P.M. at the Club House. Before a vote was taken, Rhonda asked for clarification from the Board as to their instructions for her follow up with Farmer's Insurance Group. Larry moved that we accept the proposal to carry our Insurance coverages with the Companies given to us by Brett Nebeker, Rice Insurance Broker, as soon as possible. Rhonda seconded and it passed unanimously. Rhonda will put out a notice to Owner's on the advisability of checking their individual coverages to make sure they are not paying for double coverage.

7.2 Leash requirements for dogs and cats was discussed and this reminder is being placed in the Minutes requesting Owner's to be in compliance with our Association rules.

8. Members Open Discussion

8.1 Suggestions are dismissed if they are submitted anonymously. Please use cubbies in the Club House and sign your suggestion/complaint.

8.2 An Owner is being notified by the Board that she needs to comply with the speed limits set by our Association.

8.3 Earl thanked Rhonda for the work she had done in obtaining information that is resulting in our Association's saving of \$6,830.37 in insurance premiums for comparable coverage.

9. Next meeting date: July 13, 2017 at 10:00 A.M.

10. Bev adjourned the meeting at 11:30 A.M.

Respectfully submitted by: Rhonda McMartin, Secretary

Approved: _____