

Village at Cordata, Northside, Condominium Association

Meeting of the Board of Directors

October 8, 2020 10:00am via Internet Zoom Meeting

Minutes

Board Members Present: Beverly Brownrigg, President; JoAnne Wyatt, Vice President; Patty Liggett, Secretary; Cheryl Scheele, Member; Lynn Kirlin, Member

Board Members Excused: Earl Sheneman, Treasurer; Larry Pollett, Building & Grounds

Members Attending: Pete Asprey, Evelyn Friesen, Carl Grant, Larry Green, Sylvia Hampson, Vale Hartley, Dean Haskins, Michael McGowan, Linda Sheeks, Jim Tragesser

1. **Call to order:** 10:00AM by Beverly Brownrigg
2. **Minutes Approved:** Cheryl Scheele moved that the Board of Directors Minutes from July 9, 2020 meeting be approved as written. Second by Lynn Kirlin . Motion approved.
3. **Treasurer's Report:** (Earl Sheneman) Report presented by Beverly Brownrigg for Earl
 - 3.1. All bills are paid to date.
 - 3.2. We are waiting for a few monthly assessment checks to come in.
 - 3.3. General fund balance as of end of September: **\$74,124.06**
 - 3.4. Reserve fund balance as of end of September: **\$290,464.41**
 - 3.5. Our 2019 audit is complete. It is routine as we expected it would be. A hard copy is available for any members to look at. It is located on top of the left filing cabinet in the clubhouse.
 - 3.6. Our budget committee this year is made up of myself, Larry Green, Larry Pollett, and Sue Conger. We have met one time so far. The numbers are looking very good but the one difficult question we have had to ask ourselves is what we are going to do to replace our maintenance person (Larry Pollett) when he and Minnie leave us. It looks like we may have a solution and Beverly Brownrigg will be taking this discussion up in the President's Report shortly. We plan on meeting at least one more time and presenting the budget to the board for approval at the November board meeting.
4. **Building Report:** (Larry Pollett) Report presented by Larry Green
 - 4.1. Dryer vent cleaning of all 60 units is complete.
 - 4.2. Painting projects for the year are 98% complete.
 - 4.3. Window replacement will begin next week.
 - 4.4. Unit 1254: Rodent extermination under way in crawl space, with insulation repair to follow.
 - 4.5. Unit 1244: Rear exterior door to be replaced by HOA. Storm doors will be replaced at owner's expense.
 - 4.6. Units 1244 and 1248: dry rot repaired.
 - 4.7. Rear pathway lights removed.
 - 4.8. Roof moss control will start in the next couple of weeks.
5. **Grounds/Landscaping Report:** (Jim Tragesser)
 - 5.1. Landscapers are continuing to trim trees & bushes. Some areas where trees are taken out will be filled in and not replaced with trees.
6. **President's Report:** (Beverly Brownrigg)
 - 6.1. Joe Willis, a valued member of our community has passed away. He will be greatly missed.
 - 6.2. Carl Grant will be our contact person for Building matters. If members have a concern regarding your homes, please address them to Carl.
 - 6.3. Dale Braam Construction has been doing some HOA repairs for us. We have been satisfied with his service and plan to use him in the future.
 - 6.4. Larry Green updated the following items:
 - 6.4.1. Preferred Subcontractors
 - 6.4.2. Yearly Routine Maintenance Schedule
 - 6.4.3. Building and Grounds Maintenance Job Description
 - 6.4.4. Maintenance Liaison Job Description
 - 6.4.5. Grounds Care Supervisor Job Description

7. IT Report: (Pete Asprey)

- 7.1. Updated new resident data and Emergency Contacts
- 7.2. Sent draft of Residents list to all with email asking for corrections. None received
 - 7.2.1. Thanks to Barbara G for earlier suggestions and additions
- 7.3. Mail is In:
 - 7.3.1. Routed offer for "Mail is In" and added three new recipients
 - 7.3.2. Changed batteries in Mail is In and reconnected (2 day outage)

8. Old (Unfinished) Business:

- 8.1. The Emergency Exit Easement gate has been installed. The decision was made to leave it unlocked for the time being.

9. New Business:

- 9.1. Sylvia Hampson, #1234, is requesting permission to have a deck installed at her house.
- 9.2. JoAnne Wyatt moved to approve the deck installation at #1234, at owner's expense, in compliance with the VACNCA Rules and Regulations. Second by Cheryl Scheele. Motion Approved.

10. Members Open Discussion:

- 10.1. JoAnne Wyatt addressed a letter from Michael Onorato regarding the need for someone to maintain our personal outside plants, such as rose bushes, if we are not able to. There was discussion regarding this issue but no action was taken.
- 10.2. Linda Sheeks is concerned that there seems to be a yellow jacket nest near her house. She also questioned what happens to landscaping questions and requests that have been submitted and seems to not have action taken. Larry Green said that Jim Tragesser can contact Environmental Pest Control about the yellow jacket nest. Jim will also contact Don, the landscaper, about concerns that have been handed to him.
- 10.3. Cheryl Scheele noted that it looks like dogwood trees in the entryway look like they're dying, and questions if we need to replace them? Jim Tragesser will keep an eye on them.

11. Next Meeting Date: November 12, 2020**12. Adjournment:**

- 12.1. Cheryl Scheele moved to adjourn the meeting. Second by Lynn Kirlin . Motion approved.

13. Meeting adjourned by Beverly Brownrigg at 11:10AM.

Submitted: Patty Liggett, Secretary