

Village at Cordata, Northside, Condominium Association

Meeting of the Board of Directors

January,14 2021 10:00am, via Internet Zoom Meeting

Minutes

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

Members Attending: Pete Asprey, Charlie Collier, Donna Collier, Barbara Green, Larry Green, Sylvia Hampson, Dave Harris, Sheila Johansen, Michael McGowan, Michael Onorato, Nettie Post, Ron Roberts, Linda Sheeks, Eunice Smith, Jim Tragesser

1. **Call to order:** 10:00AM by Beverly Brownrigg
2. **Minutes Approved:** Cheryl Scheele moved that the Board of Directors Minutes from November 12, 2020 meeting be approved as written. Second by JoAnne Wyatt. Motion approved.
3. **President Declared the Determination of a Quorum for an Annual Meeting as:**
 - 3.1. 22 members attending via Zoom, representing 19 units.
 - 3.2. This meets the 25% of 60 units requirement..
4. **Board Member Election Results:(Patty Liggett)**
 - 4.1. Congratulations to Beverly Brownrigg, Lynn Kirlin, and Cherie Thomas. They have each been elected for a term of three years, with 37 Unit Ballots/Votes received prior to the meeting
5. **Treasurer's Report for Year End 2020: (Earl Sheneman)**
 - 5.1. **Highlights:** While 2020 was a really bad year in a lot of ways due to COVID 19 fortunately it was a good year as far as VACNCA finances are concerned. Here are a few highlights before we get to the mandatory part that I am required to give you:
 - Our reserve fund had a net gain of over \$19,000 in 2020. It was under budget by almost 24% for the year.
 - The reserve fund did so well that our reserve fund specialist recommended that we lower our annual contribution to it by around \$4,500.
 - Our water & sewer and Comcast bills were significantly under budget for the year.
 - The general fund was almost \$5,000 under budget for the year, which is about 1.6% of the budgeted amount.
 - These savings allowed us to keep our monthly assessment amount at \$420 for the third year in a row..
 - 5.2. **Information required by VACNCA Declaration:**
 - 5.2.1. Annual Financial Statement:

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|--|--------------|
| • General fund balance as of Dec. 31,2020: | \$61,889.85 |
| • General fund total income for 2020: | \$303,003.53 |
| • General fund total expenses for 2020: | \$298,307.24 |
| • General fund net income for 2020: | \$4,696.29 |
| • Reserve fund balance as of Dec. 31,2020: | \$266,611.33 |
| • Reserve fund total income for 2020: | \$80,279.87 |
| • Reserve fund total expenses for 2020: | \$61,144.84 |
| • Reserve fund net income for 2020: | \$19,135.03 |

 - The 2020 audit report will probably not be available until at least the middle of this year.
 - The reserve amount, including repair and replacement cost for specified projects, is shown in the 2021 reserve fund budget which has been given to the membership.
 - Anticipated repair or replacement costs in excess of five percent of the annual budget of the association, approved by the Board of Directors, are \$23,000 for painting and \$16,000 for windows.
 - VACNCA had no unsatisfied judgements or litigation of any kind in 2020.
6. **Question and answer session:**
 - 6.1. There were no questions from the membership
7. **Building and Grounds Report for Year End 2020: (Reported by Beverly Brownrigg for Larry Pollett)**
 - 7.1. All projects successfully completed for the year
8. **Grounds report for year end 2020: (Jim Tragesser)**
 - 8.1. Grounds seem to be in good shape.
 - 8.2. Recent wind damage to a bush and tree near units #1203 & 1227 will be taken care of.
 - 8.3. A couple of tree wells will be covered over and filled in with grass

9. IT Report for year end 2020: (Pete Asprey)

- 9.1. Distribution, printing, mailing of Board Material
- 9.2. Maintained Resident Lists & Emergency Contact Lists
- 9.3. Operated Zoom Meetings for Board Functions
- 9.4. Developed two web sites (Internal & External)
- 9.5. Created Service Request electronic forms & routing supporting Board Functions (In Progress)
- 9.6. Maintained Board Files on Website
- 9.7. Upgraded and maintained "Mail is In" Alert Service
- 9.8. Set up Email List Servers for Board Members and All Residents
- 9.9. Performed Audit of Emergency Contact and Resident Information

10. President's Report: (Beverly Brownrigg)

- 10.1. Beverly thanked Larry Pollett, Barbara Green, and Rhea Ramsay for their hard work and dedication to our community. Larry is an outgoing Board Member. Barbara and Rhea have retired as co-chairs of the Social Committee. The Board has presented them with gift cards as tokens of great appreciation.

11. Members Open Discussion:

- 11.1. Several concerns from members regarding moss growing on some walkways, bushes behind #1264 still need to be trimmed, and a tree in the center area behind #1207 that seems to be dead and dropping large branches. Jim Tragesser will bring these issues to the attention of the landscapers.
- 11.2. Nettie post and Pete Asprey reported that gutters at their homes seem to be plugged and need to be cleaned. Beverly Brownrigg will check with Don regarding the gutter cleaning schedule.
- 11.3. Concerns voiced that the hedge on Festival's side is interfering with visibility when turning left onto Stuart from Festival Boulevard. Beverly Brownrigg will meet with a Festival representative regarding trimming the hedge.

12. Adjournment

- 12.1. Lynn Kirlin moved to adjourn the meeting. Cherie Thomas seconded. Motion approved.

13. Meeting adjourned by Beverly Brownrigg at 10:35AM.

Submitted: Patty Liggett, Secretary