

Village at Cordata, Northside, Condominium Association

Meeting of the Board of Directors

June 10, 2021 10:00AM, in the Clubhouse

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Minutes

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**Board Members Present:** : Beverly Brownrigg, President; JoAnne Wyatt, Vice President; Earl Sheneman, Treasurer; Patty Liggett, Secretary; Lynn Kirlin, Member; Cheryl Scheele, Member; Cherie Thomas, Member  
**Members Attending:** Pete Asprey, Jerry Conger, Sue Conger, Dale French, Evelyn Friesen, Dave Harris, Fran Harris, Sheila Johansson, Nettie Post, Linda Sheeks, Eunice Smith, Jim Tragesser, Barbara Willis

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1. **Call to order:** 10:00AM by Beverly Brownrigg.
2. **Minutes Approved:** Cherie Thomas moved that the Board of Directors Minutes from May 13, 2021 meeting be approved as written. Second by Cheryl Scheele. Motion approved.
3. **Treasurer's Report (Earl Sheneman)**
  - 3.1. All bills are paid to date
  - 3.2. Waiting for one monthly assessment check to come in
  - 3.3. General fund balance as of the end of May: **\$90,883.65**
  - 3.4. Reserve fund balance as of the end of May: **\$293,477.49**
  - 3.5. We had an outside water leak at 1231 Northwind Circle that resulted in a plumbing bill of almost \$3500. There may also be excess water usage charges but we probably won't know until we get our next water/sewer bill.
  - 3.6. We renewed our annual insurance policy with Rice Insurance for \$17,750. Our budgeted amount was \$18,000 so we were a little under budget.
4. **Grounds/Landscaping Report (Jim Tragesser)**
  - 4.1. To help mitigate damage to the buildings from carpenter ants and at the recommendation of Environmental Pest Control, Landscapers have been checking and cutting back trees and rhododendrons that are touching the buildings.
  - 4.2. Trimming of roses and vegetation that grows on trellises is the responsibility of the homeowner. Please make sure to keep them trimmed away from your homes.
5. **President's Report (Beverly Brownrigg)**
  - 5.1. Beverly introduced Fran and Dave Harris, our new neighbors at #1244. Welcome, Fran and Dave.
  - 5.2. Linda Sheeks reported that 12 windows are ordered and scheduled for replacement. Since there is a glass shortage, hopefully they will be delivered and installed by October. Units 1209, 1210, 1223, 1231, 1239, 1262, 5077 are scheduled for the window replacements.
  - 5.3. Beverly thanked Linda for all of her hard work.
6. **IT Report (Pete Asprey)**
  - 6.1. Board Distribution & Zoom Meetings
  - 6.2. Scanned Clubhouse Unit Paper Folders
  - 6.3. Added "Opt Out" option to list publishing
  - 6.4. Updated Volunteer's Task Completion Records
  - 6.5. Added Larry Green's Painting/Roofing History & Tree Replacement to Unit Data
  - 6.6. Updated Residents Data and Perform Lists Audit/Make Corrections
  - 6.7. Upgrade Calendar Entries & Format
  - 6.8. Upgrade Emergency Contacts Software
7. **Old (Unfinished) Business**
  - 7.1. **Earthquake Insurance**
    - 7.1.1. Cherie Thomas moved to take from the table the motion on earthquake insurance. Second by Lynn Kirlin. Motion Approved. The motion is "with reference to our recent survey, wherein the majority of respondents favored that we return to our previous state of being insured for earthquake damage, that we choose an insurer as soon as possible and begin payments for earthquake insurance".
    - 7.1.2. Earl Sheneman presented the proposal from Rice Insurance Company regarding the addition of earthquake insurance to the existing insurance package. The earthquake insurance will cost an additional \$11.00 per unit per month.
    - 7.1.3. After discussion by the Board, Cherie Thomas moved to amend the motion by striking "an insurer as soon as possible" and inserting "Rice Insurance's proposal." Second by JoAnne Wyatt. Motion Approved.

7.1.4. The main motion now reads, “with reference to our recent survey, wherein the majority of respondents favored that we return to our previous state of being insured for earthquake damage, that we choose Rice Insurance’s Proposal and begin payments for earthquake insurance.” Motion Approved

**7.2. Cherie Thomas: 2021 Board Survey follow up re: Landscaping**

7.2.1. Cherie Thomas addressed the 2021 Board survey follow up regarding landscaping. After discussion, it was determined that Cherie will prepare a report for all members regarding what the Landscaping contract includes. The report will also show how the monthly HOA dues are spent.

**7.3. JoAnne Wyatt, Professional Management:**

7.3.1. The Access Real Estate Services Management Agreement was discussed.

7.3.2. JoAnne moved that we accept Access Property Management starting in July. Second by Cherie Thomas. Motion Approved.

**8. New Business**

**8.1. Cherie Thomas: Safety Issues**

8.1.1. Cherie Thomas reported that some areas on the sidewalk on Festival Boulevard and areas of the internal pathway’s bender boards need to be evaluated for safety hazards. JoAnne Wyatt will refer it to Access for evaluation.

8.1.2. Cherie Thomas reminded all members of the dangers of climbing on ladders. If you need to hire someone for assistance with projects, the Board will be posting a list of trusted handymen/helpers in the clubhouse.

**8.2. JoAnne Wyatt: Preventative Maintenance**

8.2.1. JoAnne Wyatt reported that two houses have been identified to be painted. JoAnne will refer them to Access for bids.

8.2.2. JoAnne Wyatt thanked all members for helping each other with projects in the community. She also noted that some have spread mulch in their shrub and flower beds.

8.2.3. Concerns were expressed that landscaping water is being wasted by run-off. It was also noted that the irrigation schedule exceeds City of Bellingham guidelines. Following discussion on watering schedules and run-off, a suggestion that core aeration of the irrigated lawns could improve water and nutrient absorption. Patty Liggett will ask Don, our landscaper, for a bid to aerate the lawns..

8.2.4. Peggy Cook (unit #1226) and Peggy Kerns (unit #1228) have requested permission to replace their existing decks. JoAnne Wyatt moved to allow the decks at #1226 and #1228 be replaced, at owner’s expense, in compliance with VACNCA Rules and Regulations. Second by Cherie Thomas. Motion approved.

**9. Members Open Discussion**

9.1. Dale French requested additional information regarding the earthquake insurance policy. Earl Sheneman will prepare an overview for all members.

9.2. Pete Asprey voiced concern that only 2 homes have been identified for painting this year. JoAnne Wyatt responded that some homes are being identified for touch up painting and that perhaps more will be scheduled for painting later.

9.3. Cherie Thomas reported that Minnie Pollett recently passed and that her family will be planning a memorial in July. Martha Magner has also passed and her memorial service was last week. We miss them very much.

**10. Next Meeting Date: July 8, 2021**

**11. Adjournment**

11.1. Cheryl Scheele moved to adjourn. Second by Cherie Thomas. Motion approved.

**12. Meeting adjourned: 11:25AM by Beverly Brownrigg.**

**Submitted:** Patty Liggett, Secretary