

**Village at Cordata, Northside, Condominium Association**  
**Meeting of the Board of Directors**  
**Thursday, February 10, 2022 at 10:00AM, via Internet Zoom**

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Minutes

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**Board Members Present:** Cherie Thomas, President; JoAnne Wyatt, Vice President; Rupert Ayton, Treasurer; Patty Liggett, Secretary; Linda Sheek, Architectural Manager; Lynn Kirlin, Member; Beverly Brownrigg, Member

**Members Attending:** Pete Asprey, Bill Donahue, Barbara Green, Larry Green, Sylvia Hampson, David Harris, Charlotte Martin, Michael McGowan, Michael Onorato, Nettie Post, Rhea Ramsay, Ron Roberts, Earl Sheneman, Eunice Smith, Jim Tragesser, Aline Wanne

**Property Manager Attending:** Rebeka Chadwell for Rachel Long

**1. Call to order: 10:03AM by Cherie Thomas**

**Zoom Protocol:** Cherie Thomas requested that all members should keep their sound muted, unless called upon, until Members Open Forum section of the agenda.

**2. Roll Call: all Board Members present**

**3. Members Open Forum ( formerly known as Members Open Discussion)**

- 3.1. Cherie Thomas explained the reason for moving the open forum from the end of the meeting to the beginning of the meeting. The purpose is to allow members to speak on items that appear on the agenda or to bring up topics that they feel should be discussed.
- 3.2. There was no additional discussion from members.

**4. Minutes Approved**

- 4.1. Lynn Kirlin moved to approve the 2022 Budget Ratification Minutes from December 9, 2021, as published. Motion seconded and approved.
- 4.2. Rupert Ayton moved to approve the Board of Directors Minutes from December 9, 2021, as published. Motion seconded and approved.
- 4.3. Lynn Kirlin moved to approve the Annual General Membership Minutes from January 13, 2022, as published. Motion seconded and approved.
- 4.4. Lynn Kirlin moved to approve the Election of Officers Meeting Minutes from January 13, 2022, as published. Motion seconded and approved.

**5. Treasurer's Report (Rupert Ayton)**

- 5.1. General fund balance as of January 31, 2022: **\$ 81,494.56**
- 5.2. Reserve fund balance as of January 31, 2022: **\$290,992.61**
- 5.3. Utilities expenses for January were higher than normal, due to broken water lines. The board is appealing to the City for relief, to have the water bills reduced for those areas.

**6. Property Manager's Report (Rebeka Chadwell)**

- 6.1. All maintenance requests that have been submitted are being handled.
- 6.2. If members have difficulty submitting maintenance requests online through the Acces portal, please call Access and they will accept your request over the phone.
- 6.3. Access has not received final statements from Huizenga for the snow plowing. The Board has requested adjustments to be considered for several issues that include equipment failure that caused oil spills in the area, blocking access to the handicap ramp at the clubhouse, and blocking several member's driveways.

**7. Committee Reports**

- 7.1. Architectural report (Linda Sheeks)
  - 7.1.1. Linda Sheeks is in the process of obtaining Contractors and bids for the following:
  - 7.1.2. Windows: Doug, from Country Glass, is completing a walk around with Linda, checking the status of the older windows. As soon the windows that need to be replaced are measured, bids will be provided for the Board's consideration.
  - 7.1.3. Gutters: Bids on 4 homes have been received. These 4 homes are ones to be painted this year.
  - 7.1.4. House Painting: 4 homes have been identified to be painted this year.
  - 7.1.5. Roofs: Three Roofing contractors will be looking at all homes and the clubhouse to determine needed roof repairs. Bids will then be submitted for the Board's consideration.

- 7.1.6. Siding/fascia boards: Several homes are showing wood rot which needs to be repaired. Also, if wood rot is noticed on homes that are being prepared for painting, contractors will be contacted to provide bids for repairing/replacing wood rot prior to the painting process.
- 7.2. Landscaping report (Jim Tragesser)
  - 7.2.1. Landscaping requests are now being submitted through Access.
  - 7.2.2. Pruning of trees and shrubs continues.
  - 7.2.3. Several trees are being removed. Some will be replaced with dogwood trees.
  - 7.2.4. Cherie Thomas reminded all members that landscaping requests need to be submitted through Access, not through Don or Michael, the landscapers.
  - 7.2.5. Prior to painting, landscapers will be pruning & trimming back all vegetation around the houses that are to be painted.
- 7.3. IT report (Pete Asprey)
  - 7.3.1. Zoom Meeting Management
  - 7.3.2. Publish/Distribute Minutes
  - 7.3.3. Maintain Unit History from Linda Sheeks Input
  - 7.3.4. Distribute Parking Permits
  - 7.3.5. Mail is in maintenance
- 7.4. **Safety committee report** was moved to the next board meeting.
- 7.5. **Social committee report** was moved to the next board meeting.

## 8. Old (Unfinished) business

- 8.1. Pass Thru update:
- 8.2. Cherie Thomas pointed out to members that the amendment to the covenants and restrictions state that the vegetation buffers will be maintained and that we are not to connect our path to the city pathway.
- 8.3. New vegetation has been planted in the pass thru areas.
- 8.4. Do not use the Pass Thru areas.

## 9. 12. New Business

- 9.1. Snow Removal was discussed earlier during Rebeka Chadwell's presentation.
- 9.2. Parking Permits
  - 9.2.1. Cherie Thomas reminded all residents that if they or their guests park on the street overnight or for several days, they need to place the parking permit on the dash of the vehicle.

## Other New Business

- 9.3. Following discussion, Rupert Ayton moved to use Blythe as a preferred subcontractor and remove Gary's Plumbing. Motion seconded and approved.
- 9.4. VACNCA Unit rental policy will be covered at the next board meeting.
- 9.5. Access will be assuming some responsibilities with scheduling yearly routine maintenance.
- 9.6. Following discussion regarding the board meeting schedule, Rupert Ayton moved to change board meetings to the third (3rd) Thursday of the month. Motion seconded and approved.

## 10. Announcements

Next meeting date: March 17, 2022

## 11. Adjourn

- 11.1. Rupert moved to adjourn the meeting. Motion seconded and approved.
- 11.2. Meeting adjourned at 11:33AM by Cherie Thomas.

**Submitted:** Patty Liggett, Secretary