

Village at Cordata, Northside, Condominium Association
Meeting of the Board of Directors
Thursday, March 17, 2022 at 10:00 AM, via Internet Zoom

Minutes

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, Donna Collier, Bill Donahue, Barbara Green, Larry Green, Sylvia Hampson, David Harris, Fran Harris, Judy Hultgren, Charlotte Martin, Jody McBee, John McBee, Michael Onorato, Nettie Post, Rhea Ramsay, Stephanie Sarver, Cheryl Scheele, Earl Sheneman, Jim Tragesser

Property Manager Attending: Rachel Long

1. Call to Order: 10:00AM by Cherie Thomas.

2. Roll Call: All board members and Rachel Long were present.

3. Members Open Forum:

- 3.1. Stephanie Sarver proposed that the board form a landscape committee, with the purpose of reviewing the landscaping infrastructure, understand drainage issues, and plan for future tree and shrub replacement/restoration.
- 3.2. The Board will address this proposal under New Business.

4. Minutes Approved

- 4.1. Rupert Ayton moved to approve the Board of Directors Minutes from February 10, 2022, as published. Motion seconded and approved.

5. Treasurer's Report (Rupert Ayton)

- 5.1. Operating fund (General fund) balance as of February 28, 2022: **\$ 75,921.54**
- 5.2. Reserve fund balance as of February 28, 2022: **\$296,701.48**
- 5.3. Two Units are behind in their dues payments.
- 5.4. Rupert and Access are reviewing the draft audit.
- 5.5. Members who write checks to pay monthly dues should mail them directly to Access. Please do not put them in the clubhouse Dropbox.

6. Property Managers Report (Rachel Long)

- 6.1. A-Team Company (Mike and Colin) will be pressure washing curbs and other areas for moss.
- 6.2. The A-Team crew will also be able to help with handyman needs inside your homes. If you need their service, please contact Access and arrange to pay them directly.
- 6.3. Environmental pest control will be spraying the perimeter of all the buildings/homes twice a year, starting this spring. They will be spraying in the spring and fall. This should help keep down problems with carpenter ants, as well as other ants and insects.
- 6.4. Recent failed water pipe and pressure valve emergencies have caused much concern and expense. Blythe Plumbing will be assessing additional areas of concern and making recommendations to the Board.
- 6.5. In order to be more cost-effective, Access will combine/bundle some non-emergency work orders and service them once a month.
- 6.6. In case of emergency, please phone Access at 360-685-0123. Email them for non-emergencies.

7. Committee Reports

7.1. Architectural (Linda Sheeks)

- 7.1.1. Windows: 22 windows will be replaced, due to dry rot or moisture leakage.
- 7.1.2. Gutters: Bids will be coming to replace gutters on 6 homes that are being painted.
- 7.1.3. House Painting: 6 homes are identified to be painted this year.
- 7.1.4. Roofs: Repairs will take place on some roofs.
- 7.1.5. Siding/fascia boards: Wood rot will be repaired on several homes.

7.2. Landscape (Jim Tragesser)

- 7.2.1. Access is taking care of requests.
- 7.2.2. The landscapers have been fertilizing the lawns, shrubs, and trees.

7.3. IT (Pete Asprey)

- 7.3.1. Zoom Meeting Setup & Management
- 7.3.2. Publish/Distribute Minutes

- 7.3.3. Continue Website Simplification & Removal
- 7.3.4. Updated & Posted All Residents Reports
- 7.3.5. Begin Changes to File Management

7.4. Safety (Donna Collier)

- 7.4.1. Approximately 1/2 of our residents live alone. The committee's suggestion is for those who live alone to have daily contact with someone. That contact could include a phone call, text, walk with someone, wear an Alert pendant or watch, or use the SNUG phone App for a daily check in. Cherie Thomas referred to the SNUG App in the March Newsletter. The committee will send a letter/email explaining this further.
- 7.4.2. If you have questions or suggestions for the committee, please contact Donna Collier.

7.5. Social (Beverly Brownrigg)

- 7.5.1. A coffee/tea has been scheduled for April 26, 2022, at 2:00PM in the clubhouse. Please plan to attend our first social activity in two years. If you wish to wear a mask, please feel free to do so.

8. Unfinished Business

8.1. Rental Policy: (Rupert Ayton)

- 8.1.1. The policy has been sent to one owner. We have not received a response.

9. New Business

9.1. Work Order Report: "Bundling" (Cherie Thomas)

- 9.1.1. This was addressed earlier in this meeting, during Rachel's report.

9.2. Moss Removal/Control (Cherie Thomas)

- 9.2.1. This was addressed earlier in this meeting, during Rachel's report.

9.3. Request for permission to build a deck, Unit #1220

- 9.3.1. Bill Donahue, Unit #1220, submitted plans to request permission to build a new deck.
- 9.3.2. After discussion where Cherie Thomas stated that the drawings and plans were in compliance with our governing documents, Rupert Ayton moved to approve the request and plans. Motion seconded and approved.

9.4. Solar Panels (Rupert Ayton)

- 9.4.1. Rupert and Stephanie plan to have Western Solar install 20 black solar panels on the south facing roof of their home (unit #1254) in September.
- 9.4.2. Following discussion and a request by the Board, Rupert will draft documents regarding solar panel installation meeting city and state codes, for the purpose of amending VACNCA's governing documents. They will be presented for the Board's consideration at the next Board meeting.

9.5. Landscape Committee Creation.

- 9.5.1. Rupert Ayton moved to form a landscape committee. Motion was seconded and approved.
- 9.5.2. Committee members are: Stephanie Sarver, chairperson, Rupert Ayton, Beverly Brownrigg, Jim Tragesser.

9.6. Pressure Valve Access (Cherie Thomas)

- 9.6.1. This was discussed earlier in this meeting, during Rachel's report.

9.7. Annual maintenance list (Linda Sheeks)

- 9.7.1. The annual and ongoing maintenance schedule, including preferred providers, has been established.
- 9.7.2. After discussion, a decision was made by the Board to have Access acquire the bids, schedule, and monitor the maintenance. Linda Sheeks will send the maintenance schedule and preferred providers to Access.

9.8. French drain installation, Unit #1248

- 9.8.1. Carl Grant, Unit #1248, has requested that a French drain be installed next to his house, to alleviate pooling of water in that area when it rains.
- 9.8.2. After discussion, the Board requested more information before taking action on this.

9.9. Political Signs (RCW 64.38.034) (Rupert Ayton)

- 9.9.1. This will be addressed at the next Board meeting.

9.10. Flags - Rules & Regs, section E (Rupert Ayton)

- 9.10.1. This will be addressed at the next Board meeting.

10. Other Business

- 10.1. Linda Sheeks moved to have roof inspections done on an annual basis and have repairs made, as identified. Motion seconded and approved.
- 10.2. Linda will add the inspections to the maintenance schedule.

11. Announcements

- 11.1. Update VACNCA Notebooks (Cherie Thomas)
 - 11.1.1. Cherie will set a date for members to meet in the clubhouse to update notebooks.
 - 11.1.2. Two boxes of notebooks have been donated for those who do not currently have a notebook.
- 11.2. Next board meeting: April 21, 2022
- 11.3. Afternoon tea/coffee: April 26, 2022, 2PM in the clubhouse.

12. Adjourn

- 12.1. Rupert Ayton moved to adjourn the meeting. Motion seconded and approved.
- 12.2. Meeting adjourned at 11:25 AM by Cherie Thomas.

Submitted: Patty Liggett, Secretary