

**Village at Cordata, Northside, Condominium Association**  
**Thursday, January 19, 2023 at 10:00AM, via Internet ZOOM**  
**2023 Annual Membership Meeting**  
**MINUTES**

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

**Members Attending:** Cindy Asprey, Pete Asprey, Bill Donahue, Evelyn Friesen, Vale Hartley, Sheila Johansen, Jody McBee, John McBee, Leslie McRoberts, Michael Onorato, Nettie Post, Rhea Ramsay, Stephanie Sarver, Earl Sheneman, Jim Tragesser, Barbara Willis

**Property Manager Attending:** Rachel Long

1. Call to order: 10AM by Cherie Thomas
2. Roll call was taken by secretary, Patty Liggett.
3. Determination of a quorum: Cherie Thomas informed the group that 25%, or 15, of the total 60 units must be represented in order to have a quorum. It was determined that members present constituted a quorum.
4. Election results: Nomination Committee Chair Jody McBee shared that Vale Hartley, nominated for secretary, and Joanne Wyatt, nominated again for vice president, each received 37 votes, and thus were elected to their posts. Patty Liggett asked Jody to forward the ballots to her for storage with Association files in the clubhouse.
5. Treasurer's Report for Year End 2022: Reported by Rupert Ayton

**5.1 Highlights from the year:**

- We received our audited financials dated 2/25/22, and Access adjusted our books to match the audit.
- We received our updated Reserve Study dated 8/26/22
- Preliminarily, our general fund ended the year with a loss of \$<3,708.62> versus budgeted breakeven due to a catch-up in water bills and landscaping invoices
- Preliminarily, our reserve fund ended the year with a decline of \$<7,582.44> versus the budgeted decline of \$<16,000>
- For 2023, we increased the monthly member dues to \$500 from \$470 to cover anticipated increased operating and reserve costs

**5.2 Required reporting items:**

- Preliminary general fund balance as of year-end 2022: **\$34,808.68**
- Preliminary reserve fund balance as of year-end 2022: **\$273,570.29**
- Preliminary total cash, treasury investment,  
& marketable CDs balance as of year-end 2022: **\$325,551.73**
- Preliminary total income for 2022: **\$338,800.99**

- Preliminary total expenses for 2022: **\$350,055.65**
- Preliminary net income for 2022: **\$<11,291.06>**
- It will probably be late February or March before our 2022 annual financial audit is complete. We will make it available to the membership when that happens. We should receive an annual reserve study in August, and will make it available then
- As previously stated, at year end 2022 we had \$273,570.29 in our reserve fund. The budget committee and board has allocated \$108,000 of the reserve fund for repair or replacement costs in 2023. The largest single item expenses in the reserve fund budget are \$25,000 for exterior painting and \$25,000 for window replacement
- We have no unsatisfied judgements or pending lawsuits of any kind.

#### 6. Architectural Report for Year End 2022: Reported by Linda Sheeks

- 6.1 **Gutter Replacements:** Six Units received new gutters. Total cost \$9,000. Budgeted \$7500.
- 6.2 **Siding:** One Unit had major siding issues, i.e., dry rot. A couple other Units had siding and fascia boards replaced due to dry rot. Total cost \$7,100. Budgeted \$4,000.
- 6.3 **Window Replacements:** Thirteen Units received a total of 22 new windows. Total cost \$25,000. Budgeted \$16,000.
- 6.4 **Roofing:** One Unit received a partial new roof due to dry rot and leaking inside residence. Total Cost \$1,800. Budgeted \$0. We had another Unit where there was leakage inside residence but did not require new roofing.
- 6.5 **Exterior Painting:** Six Units were painted. Total Cost \$22,800. Budgeted \$25,000.

#### 7. Landscaping Report for Year End 2022: Reported by Stephanie Sarver

- 7.1 New committee was formed in March, 2022 with the following members: Stephanie Sarver, Rupert Ayton, Jim Tragesser, and Beverly Brownrigg. Sheila Johanson and Luann Chapman joined later in the year.
- 7.2 Defined committee responsibilities, ranging from reviewing landscaping requests and providing recommendations, monitor expenses to stay within budget, define a process for working with Access and Custom Cut.
- 7.3 Provided suggested revisions to the Rules & Regulations as they pertain to landscaping.
- 7.4 Completed a survey of all of VACNCA grounds, identifying dead/dying plants, bare areas, and trees needing maintenance. Overall condition of plants were better than anticipated.
- 7.5 Started work on an approved plant list to assist owners who want to undertake plantings around their homes.

7.6 Evaluated drainage projects, working with Custom Cut to identify the most economical and effective solution. Projects were completed at three properties (1248, 5079, 5081).

7.7 Responded to roughly 30 requests for routine maintenance (trimming shrubs, pruning trees).

7.8 With help from Jim and Vale, we have started clearing out some of the dead heathers on the property.

7.9 Interviewed arborists to undertake tree survey in 2023.

## 8. President's Report for Year End 2022: Reported by Cheri Thomas

8.1 This year, the Board:

- a. Updated the Rules and Regulations
- b. Established the Landscaping Committee
- c. Established a Safety Committee
- d. Opened the back patio to all residents
- e. Established a newsletter
- f. Updated the pathways

8.2 Recognize the number of folks who are doing valuable work . . . FOR FREE!

- a. Linda: Painting, gutters, windows . . .
- b. Stephanie: Getting our landscaping under control.
- c. Nettie: Cleans clubhouse weekly.
- d. Rupert: More than bookkeeping.
- e. Patty: Research and organization
- f. JoAnne: Jack of all trades
- g. Bev: Social events
- h. Nettie: Cleans the clubhouse every week
- i. Ron: Keeps outside lights working
- j. Pete: Website, calendar
- k. Donna: Safety
- l. Sheila: Library

8.3 What can owners do to help?

- a. Make that call to Access. If you are not comfortable using the computer to contact Access, Call!
- b. Keep phone numbers handy.
- c. Understand that there are 61 buildings in our association. If the grounds around your house are not weeded or pruned as quickly as you would like, understand!
- d. Get to know your governing documents so you know what to expect from the association and what you are responsible for yourselves.
- e. Check on your neighbors.
- f. Use the website.

I think we've got a great community here, and people might be a little more willing to serve on the Board if maybe more people volunteer to take on some things for themselves.

9. Member's Open Forum:

9.1 Joanne Wyatt asked about updating the Association Resident List quarterly rather than semi-annually. She and Pete Asprey will talk about it and see if it can be done.

9.2 Rachel Long volunteered to post her contact information in the clubhouse on the bulletin board so people would know how to contact her. Pete Asprey noted that he had created a "button" on the Association website that will connect to Access.

9.3 Rupert Ayton asked if anyone was interested in hearing a candidate for the office of Whatcom County Sheriff, Donnell Tanksley, speak in the clubhouse. A few people indicated interest.

10. Adjournment: Rupert Ayton moved to adjourn the meeting. Motion was seconded by Lynn Kirlin and unanimously approved at 10:47.

Meeting adjourned at 10:15 AM by Cherie Thomas.  
Minutes submitted by Vale Hartley