

**Village at Cordata, Northside, Condominium Association**

**Thursday, March 16, 2023 at 10:00 AM, via Internet ZOOM**

**2023 March Board Meeting**

**Minutes**

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

**Members Attending:** Pete Asprey, Charles Collier, Donna Collier, Bill Donahue, Evelyn Friesen, Barbara Green, Larry Green, Sylvia Hampson, Judy Hultgren, Patty Liggett, Jody McBee, Leslie McRoberts, Rhea Ramsay, Stephanie Sarver, Cheryl Scheele, Jim Tragesser

**Property Manager Attending:** Rachel Long

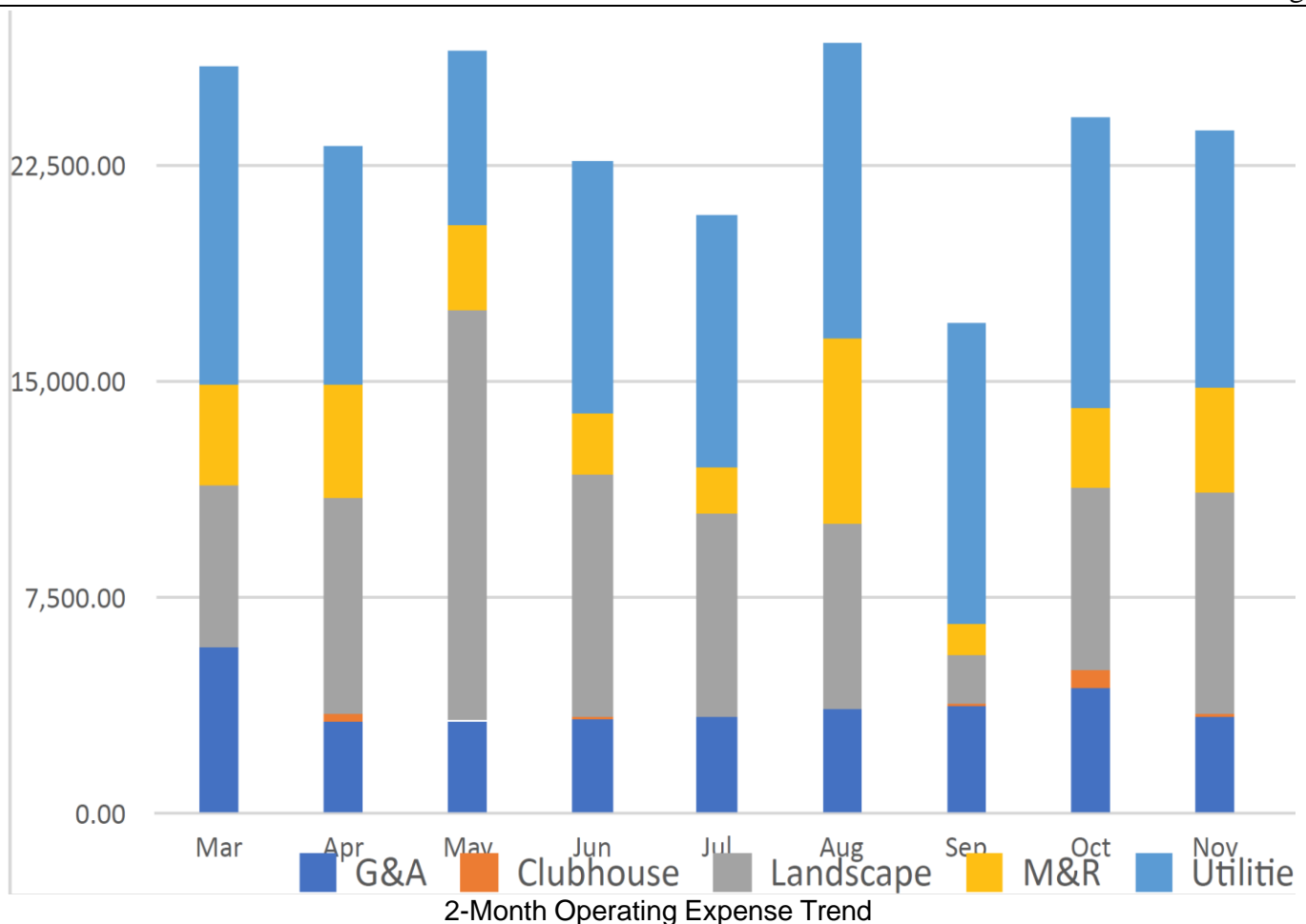
1. Call to order: 10:00 AM by Cherie Thomas
2. Roll Call: by Secretary Vale Hartley. All Board members present.
3. Members Open Forum: No comments forthcoming.
4. Approval of Board of Directors Meeting Minutes from February 16, 2023: Rupert Ayton moved to approve. Motion was seconded by Lynn Kirlin. Minutes were approved.
5. Treasurer's Report for January: by Rupert Ayton
  - 5.1. Banking Crisis and FDIC Insurance
    - 5.1.1. In the news are several accounts of runs on banks and failures. All of our funds held by banks are insured by the FDIC and within those dollar amount limits. But the full faith and credit of the United States is at risk if Congress does not agree to raise the debt limit. We do not know what effect failure to raise the debt ceiling may have on FDIC insurance.
  - 5.2. Investments update
    - 5.2.1. In our Edward Jones brokerage account, we have 6 CDs with maturities ranging from 2 months to 51 months (known as a maturity ladder) totaling \$123,000. The average rate is 3%. Rates have gone up a little since we purchased the CDs. All CDs are FDIC insured.
    - 5.2.2. We have \$10,000 invested in a Treasury Direct account with a current yield of 6.89%.
  - 5.3. February transaction review
    - 5.3.1. I have reviewed the invoices for February and all appear appropriate. February includes a \$11,000 reserve payment for window replacement, and our auditors may require that be back-dated to 2022.
  - 5.4. Member dues
    - 5.4.1. Five members' dues were delinquent at the end of February one of which was 2 months delinquent. That delinquency cured at the beginning of March.

**Operating Fund Financial Report**

- 5.5. Balance Sheet at 2/28/23
  - 5.5.1. Total assets of \$61,010.62
  - 5.5.2. Liabilities of \$31,011.49
  - 5.5.3. Operating Fund Surplus of \$29,999.13
- 5.6. Adjusted Revenue and Expense 1month ended 2/28/23
  - 5.6.1. Revenues of \$45,885.00
  - 5.6.2. Expenses reported of \$40,594.23
  - 5.6.3. Operating net surplus for the year of \$5,290.77

**Reserve Fund Financial Report**

- 5.7. Balance Sheet at 2/28/23
  - 5.7.1. Total assets and total reserve of \$279,354.35
- 5.8. Revenue and Expense two months ended 2/28/23
  - 5.8.1. Revenues of \$14,115.00
  - 5.8.2. Expenses of \$11,736.17
  - 5.8.3. Reserve net surplus for the year of \$2,378.83



6. Property Managers Report: by Rachel Long. Rachel checked with Cherie and Linda to check the status of outstanding work order items. All was well. She reported that the use of the Access Portal was going well and encouraged residents to keep using it. She said that Environmental Pest Control was continuing to inspect units, expecting to be finished by March 23. They will submit their report on March 27th.

7. Committee Reports:

7.1. Architectural - Linda Sheeks

- High priority now is meeting with owners whose homes are being painted this year.
- A long discussion ensued about the topic of painting some units' front doors. Some of these are doors that were not painted when the units were painted. (Larry Green reported that this was formerly the procedure: if a door did not "need" paint, it was left "as is.") Others are cases in which the current owner does not like the door color. Rupert moved that the HOA pay for painting front doors when a unit is painted. If owners want doors painted any other time, using approved colors, they pay for it themselves. JoAnne seconded and the motion was approved.
- Four more windows have been added to this year's list. Replacement windows have been ordered.
- Custom Cut has been given a list of homes that need pruning prior to window installation and/or painting.
- She thanked Jim Tragesser and Ron Roberts for helping with small maintenance questions/problems that come up.
- Linda asked Larry and Barbara Green what they knew about the most recent painting of the clubhouse interior. Linda found some paperwork showing it was scheduled for this year. Vale pointed out, based on the Reserve Study webinar she took recently, that maintenance doesn't have to be done when scheduled. It is only a guideline for planning purposes. If it isn't needed, then maybe we don't need to incur the expense. The group agreed.
- Linda asked about the wooden beams that extend from the roof behind the clubhouse that are rotting on the ends. After getting more information, she plans to ask the painters to put on metal covers like has been done in the front.

- She noted that some of the recent (last year?) asphalt patching seems to be failing. Rachel volunteered to have Richard from Huizenga Enterprises meet with Linda and walk around to see what's going on.

7.2. IT - Pete Asprey - Cherie said that Pete is ill and will not be making a report.

7.3. Landscape - Stephanie Sarver

- Don from Custom Cut has had his crew pruning the dogwood trees that have been planted during the past few years. Then they will work on fertilizing around the property.
- The committee has approved a request from a resident to hire Whatcom Lawn to do aesthetic pruning of rhododendrons around their unit, at their own expense.
- Earthworks has completed their storm damage mitigation and will be returning soon to talk about supplying new trees.
- Rupert reported on the Landscaping Committee's budget:
- Landscape contract work \$80,000 and extra landscape work \$5,000; total spent to date \$13,281.47. Reserve budget \$15,000 with nothing spent to date.
- Custom Cut's contract expires at the end of this year. Rachel volunteered to check with Don regarding expected bid for the future.
- Cherie mentioned that Don asked her about our wishes re: the gravel pathway. She told him we wanted them to finish adding more gravel.
- People discussed various lawns, moss, fertilizing, etc. Cheryl asked about the greenbelt (presumably the one on the west side of the property, beside the Cordata Elementary School trail), and who is responsible for its maintenance. Rachel said that the wetlands/pond in the northwest corner of our property, abutting the Festival next door, is owned and maintained by the Cordata Business Park Association. She offered to contact them and connect them to Stephanie and Cherie to talk about maintenance of the cottonwood trees.
- Donna asked about the plants that were supposed to fill the gap in the Cordata trail, some of which have died. Stephanie said she would talk to the arborists at Earthworks about it, but that she thought the barberry plants would fill in.
- Rachel asked if we wanted the irrigation system turned on with the city, and Cherie said yes.

7.4. Safety - Donna Collier reported on their experience with their outside security camera. She and Charlie have found it useful. She said the Geek Squad at Best Buy will install them.

7.5. Social - Beverly Brownrigg reported that a community dinner was scheduled for the following day, St. Patrick's Day, March 17th at 5:00 p.m. Cherie reminded everyone that there is also a tea coming at 2:00 pm on the afternoon of Tuesday, March 21st.

## 8. Unfinished Business

### 8.1. KNOX Boxes

- Cherie reported on her experience purchasing and installing a fire department approved KNOX box. She invited people to drop by and look at her installation on the garage and to ask her about it if they had questions.
- Vale brought up the email from Pete, dated February 16, 2023, in which he suggests getting a KNOX box for the clubhouse. Rupert moved to not put one in; Vale seconded, and the motion passed.
- JoAnne brought up the topic of the smaller, less expensive boxes in which to store extra keys, wondering if she should order more. Rachel pointed out the potential for residents to become confused about two kinds of lock boxes. The matter was dropped.

## 9. New Business

### 9.1. Concrete curbing repair

- JoAnne presented the updated bid from Huizenga Enterprises, of \$13,238.00, not including sales tax. The board discussed various aspects of the decision to repair/replace parts of our concrete curbing. Ultimately, we agreed to stay with Huizenga, at Rachel's suggestion, but to further refine the bid.
- Rupert made a motion to approve the curb replacement, have Huizenga do the work, and to work with them to clarify exactly what needs to be replaced. Lynn seconded the motion. It was approved.
- Rachel will "loop in" Rupert and JoAnne to meet with someone from Huizenga for a walk around.
- Larry G. suggested using a spray can to clearly mark which areas are to be replaced.

### 9.2. Request for an awning

- Cherie said Rhea Ramsay wants to install a Sunsetter awning. Rupert moved to approve the request; Beverly seconded the motion and it was approved.

10. Announcements -

- CherieThomas announced that Michael Onorato, Unit 1202 died following an ambulance call to the residence. The funeral is being planned for Monday, March 20, 2023. JoAnne spoke and recognized his longterm residence in the community.
- Rupert asked Rachel to pass on thanks to David and his team for getting financial information to him early.

11. Next Board Meeting Date: April 20, 2023

12. Adjournment - Rupert moved to adjourn the meeting. Motion was seconded by Beverly and approved.

Meeting adjourned at 11:26 am by Cherie Thomas.  
Minutes submitted by Vale Hartley.