
Village at Cordata, Northside, Condominium Association

Thursday, April 20, 2023 at 10:00 AM, via Internet ZOOM

2023 April Board Meeting

Minutes

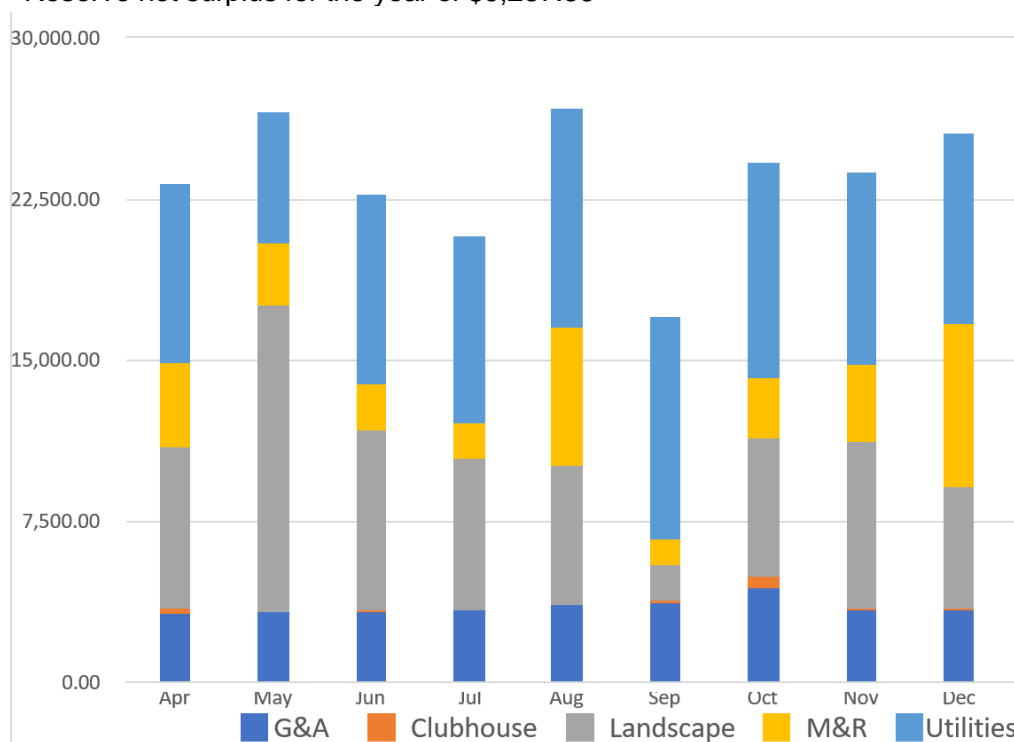
Board Members Present at the beginning of the meeting: Cherie Thomas, President; Rupert Ayton, Treasurer; Vale Hartley, Secretary; Linda Sheeks, Architectural Manager; Lynn Kirlin, Member. JoAnne Wyatt, Vice President, and Beverly Brownrigg, Member, logged in to the meeting at 10:15.

Members Attending: Pete Asprey, Donna Collier, Evelyn Friesen, Sylvia Hampson, Patty Liggett, Stephanie Sarver, Cheryl Scheele, Jim Tragesser, Barbara Willis

Property Manager Attending: Rachel Long

1. **Call to order:** 10:02 AM by Cherie Thomas
2. **Roll Call:** by secretary Vale Hartley
3. **Members Open Forum:**
 - 3.1. Evelyn Friesen asked if it would be possible to receive a breakdown of the monthly HOA fee by category, similar to one she had seen from 2021. Rupert said it would be possible, since it is really just the total monthly budget, divided by 60 to represent each individual unit. He and Cherie agreed to work on producing a document with this information.
4. **Approval of Board of Directors Meeting Minutes from March 16, 2023:** Rupert Ayton moved to approve. Motion was seconded by Lynn Kirlin. Minutes were approved.
5. **Treasurer's Report for April: by Rupert Ayton**
 - 5.1. Investments update
 - 5.1.1. In our Edward Jones brokerage account, we have 6 CDs with maturities ranging from 1 month to 50 months (known as a maturity ladder) totaling \$123,000. The average rate is 3%. In early April, we rolled \$22,000 for 5 years at 4.4%. We have \$20,000 maturing in June.
 - 5.1.2. We have \$10,000 invested in a Treasury Direct account with a current yield of 6.89%.
 - 5.2. March transaction review
 - 5.2.1. I have reviewed the invoices for March and all appear appropriate, although a garage door spring replacement invoice for \$552.70 was paid from the general fund and should have been paid from reserves; Access has been notified and the money transferred. Administrative expenses were up for the month due to the payment of the \$2,500 audit fee. On the latest water bill, the meter at 5075/5073 was very high. Both units are for sale and I checked the meter and it is not running. I called both owner and it could be a result of sale preparation activities in the units.
 - 5.3. Member dues
 - 5.3.1. We had one member who owed partial dues for March.
 - 5.4. Audit Update
 - 5.4.1. We received a draft of the audit report but we had a disagreement with the auditors over an adjustment and I have yet to see a resolution of that.
 - 5.5. Operating Fund Financial Report
 - 5.5.1. Balance Sheet at 3/31/23
 - Total assets of \$67,908.96
 - Liabilities of \$37,452.72
 - Operating Fund Surplus of \$30,456.24
 - 5.5.2. Revenue and Expense 3 months ended 3/31/23
 - Revenues of \$68,866.32
 - Expenses of \$63,118.44
 - Operating net surplus for the year of \$5,747.88
 - 5.6. Reserve Fund Financial Report
 - 5.6.1. Balance Sheet at 3/31/23
 - Total assets of \$286,263.08
 - Total liabilities of 11,726.47 (note this appears to be a duplicate)
 - Total reserve of 274,536.61
 - 5.6.2. Revenue and Expense 3 months ended 3/31/23
 - Revenues of \$21,366.45
 - Expenses of \$12,078.89 (see liability note above)

- Reserve net surplus for the year of \$9,287.56



12-Month Operating Expense Trend

6. Property Managers Report: by Rachel Long.

6.1. Rachel reported earlier in the meeting that she will be away on vacation beginning April 23 and returning on or about May 6. She asked us to hold any but the most urgent emails until her return. Their employee, Luna, has left the company and they are training a new employee, Chris, who is still learning. Anything that can't wait should be sent to Brian. She also commended our community for its good governance work; she said we are a "well-run machine."

7. Committee Reports:

7.1. Architectural - Linda Sheeks

- 7.1.1. Linda asked Rachel about the Environmental Pest Control report, which Linda has not yet received. Rachel said she would check on it before leaving town.
- 7.1.2. Houses have been pressure washed prior to painting. Paint colors for houses and doors have been chosen by Owners. Units scheduled for painting include 1225, 1227, 1228, 1231, 1241, 5071, and 5073. She will be conducting a walk-around with the painter to identify any siding and fascia that needs to be repaired or replaced. Linda also mentioned that a number of residents are contracting privately with the painters to have their decks painted.
- 7.1.3. Most new windows have been received by Doug at Country Glass, and he will begin installing them soon. He and his family will be away for the month of May, but the plan is for them to finish with the window installation prior to cold weather next fall/winter. This year, they have asked us to pay a 50% deposit in advance, which is new.
- 7.1.4. Custom Cut has completed the pruning of landscape around homes to be painted or to have new windows installed.
- 7.1.5. Overhead Door was called out to repair garage door issues in two units.
- 7.1.6. A discussion ensued about the curbing repair. Linda Sheeks, Rachel Long and JoAnne Wyatt reported on a number of communications from Huizenga Enterprises. The result was a motion, made by Lynn Kirlin, to authorize Huizenga to repair curbs, at a cost limited to \$10,000, at locations to be determined by their employee(s) in consultation with VACNCA representatives. The motion was seconded by Rupert Ayton and passed by the Board. The Board agreed that the amount of curbing that needs repair exceeds the \$10,000 approved, but that the balance will have to wait until next year.

7.2. IT - Pete Asprey

- 7.2.1. Zoom setup/management/recording/reminders. Publish/distribute agenda/minutes.

7.2.2. Fixed Web Site Problem - Four Down Days.

7.2.3. Updated Unit Maintenance Records;

7.2.4. Produced Unit Reports.

7.2.5. Updated Calendar; Printed for Clubhouse.

7.3. Landscape - Stephanie Sarver

7.3.1. She has been in contact with Molly Koch from the Cordata Business Park Association regarding the cottonwood trees near the pond on the northeast corner of our property. Molly is getting in touch with a biologist and will get back to Stephanie.

7.3.2. The arborist returned on March 21 with recommendations regarding tree management. Rupert Ayton and Jim Tragesser have since met with Don from Custom Cut about how to adapt their landscaping practices to better care for the trees.

7.3.3. Stephanie reported that the resident in Unit 1206 had positive results when working with Whatcom Lawns to prune rhododendrons and mulch around her unit.

7.3.4. A lengthy discussion followed about various details involving specific trees, overgrown roots, sunburned trunks, dead shrubs in the gap on the north boundary, struggling parts of the laurel shrubs on June and Stuart Roads, etc. The Landscape Committee is working with Don to mitigate problems as best they can, given the limitations of our budget, especially given the cost of irrigation.

7.3.5. During this discussion, Donna Collier wondered about placement and use of various irrigation sprinkler heads. Stephanie suggested that she might want to join Louann Chapman in her quest to create a map of our sprinkler system. Donna agreed to check with Louann.

7.3.6. Residents of Unit 1248 are now ready to proceed with previously approved landscaping improvements that were delayed due to health issues. Stephanie will follow up with them.

7.3.7. JoAnne mentioned that a resident living on the northern border near the gap has complained of noise from the apartments and wondered if the Board could approach someone there. Rachel Long said emphatically that noise complaints should be filed with the city and that our Board should not get involved.

7.4. **Safety - Donna Collier** was present, but did not have anything to report. However, Pete Asprey talked about an incident captured by his security camera on April 17th at 2:00 am in which a person walked across his driveway, followed by a pickup truck. Other residents with security cameras did not see this activity. Cherie added that she had been told of a local case in which a person on a bicycle was noting activity about residents' absences, etc. for the purpose of selling this information to people with nefarious intentions.

7.5. **Social - Beverly Brownrigg** and JoAnne Wyatt announced that there will be a Bingo Party on Tuesday, April 25th at 2:00 in the clubhouse (in lieu of the monthly tea). Bingo cards will be \$0.50 each. People who bring a wrapped "White Elephant" gift will get two Bingo cards. They are hoping to attract more male participants to the social events.

8. Unfinished Business

8.1. Concrete curbing - See update under 7.1 Architectural Committee, above.

9. New Business

9.1. Request for an awning for Unit 1205 - Cherie Thomas said that Shirley Nyland has asked to install an awning. Cherie wondered if the Board was required to approve such requests. Vale Hartley consulted the Rules and Regulations and found, in Section E "Changes to Building Exteriors," point 7, that "Any other changes the exterior of the unit require Board approval." Rupert Ayton moved to approve the request, JoAnne Wyatt seconded the motion, and it was approved.

10. **Announcements** - Cherie Thomas announced that the clubhouse carpet will be cleaned on April 26th and asked people to avoid walking on it until it dried.

11. **Next Board Meeting Date: May 18, 2023**

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

Meeting adjourned at 11:07 am by Cherie Thomas.
Minutes Submitted by Vale Hartley.

This page intentionally left blank