

**Village at Cordata, Northside, Condominium Association**  
**Thursday, June 15, 2023 at 10:00 AM, via Internet ZOOM**  
**2023 June 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; and Lynn Kirlin, Member.

**Members Attending:** Pete Asprey, Louann Chapman, Bill Donahue, Evelyn Friesen, Sylvia Hampson, Judy Hultgren, Patty Liggett, Charlotte Martin, Jody McBee, John McBee, Shirley Nyland, Stephanie Sarver, Cheryl Scheele, Earl Sheneman, Jim Tragesser, Barbara Willis

**Property Manager Attending:** Rachel Long

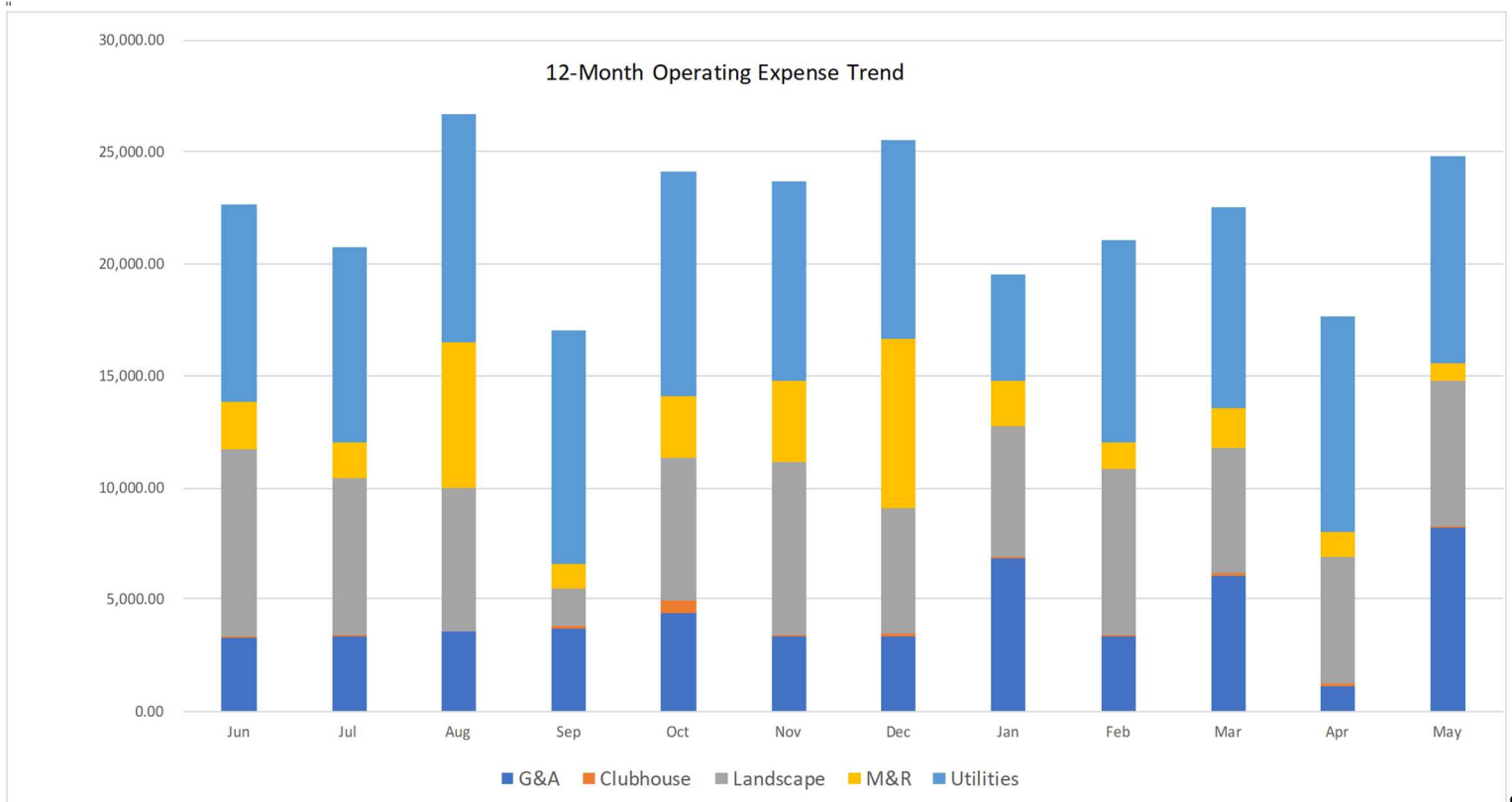
1. Call to order: 10:00 AM by Cherie Thomas
2. Roll Call: by secretary Vale Hartley. All Board members present.
3. Members Open Forum: No member comments were offered.
4. Approval of Board of Directors Meeting Minutes from May 18, 2023: Rupert Ayton moved to approve. Motion was seconded by JoAnne Wyatt. Minutes were approved.
5. Treasurer's Report: Rupert Ayton
  - 5.1. Investments update
    - 5.1.1. In our Edward Jones brokerage account, we have 6 CDs with maturities ranging from 1 months to 59 months (known as a maturity ladder) totaling \$125,000. The average rate is 3.14%.
    - 5.1.2. We have \$10,000 invested in a Treasury Direct account with a current yield of 6.89%.
  - 5.2. May transaction review
    - 5.2.1. I have reviewed the invoices for May and they appear reasonable
  - 5.3. Member dues
    - 5.3.1. We had one unit that was \$530 in arrears at the end of May
  - 5.4. Insurance
    - 5.4.1. Our insurance policy renewed for the same amount as last year: \$26,931.00
  - 5.5. Audit Update
    - 5.5.1. David is still trying to resolve the audit difference with Jay Vandall. Next year we plan to use a different accounting firm due to continued difficulties wrapping up the audit.

**Operating Fund Financial Report**

- 5.6. Balance Sheet at 5/31/23
  - 5.6.1. Total assets of \$64,443.17
  - 5.6.2. Liabilities of \$30,521.22
  - 5.6.3. Operating Fund Surplus of \$33,921.95
- 5.7. Revenue and Expense 5 months ended 5/31/23
  - 5.7.1. Revenues of \$114,801.32
  - 5.7.2. Expenses of \$105,581.73
  - 5.7.3. Operating net surplus for the year of \$9,213.59

**Reserve Fund Financial Report**

- 5.7.4. Balance Sheet at 5/31/23
  - 5.7.5. Total assets of \$274,301.19
  - 5.7.6. Total reserve of \$274,301.19
- 5.8. Revenue and Expense 5 months ended 5/31/23
  - 5.8.1. Revenues of \$35,481.45
  - 5.8.2. Expenses of \$26,429.31
  - 5.8.3. Reserve net surplus for the year of \$9,052.14



**6. Property Managers Report: by Rachel Long.**

- 6.1. She checked on the status of various outstanding work orders and reported that the curbing project with Huizenga went well. She clarified that landscape requests received by Access are forwarded to Stephanie Sarver, who checks with Don from Custom Cut Landscaping about appropriate actions.

**7. Committee Reports:**

**7.1. Architectural - Linda Sheeks**

- 7.1.1. Painting of homes began week of June 5. Four of the seven homes being painted have been completed. Cost is \$3,800 per unit (same as last year). She is asking them for a bid for next year.
- 7.1.2. New window installs have begun. Three homes are finished, each of which had several windows replaced. These all were two-day jobs. There are five more homes set to receive new windows. Doug is working with residents to schedule install dates.
- 7.1.3. There have been a couple of miscellaneous maintenance requests to Access re: garage door operation, rotting fascia boards and possible water leaking through roofs. Work orders have been sent out to contractors to check out and report back.

**7.2. IT - Pete Asprey**

- 7.2.1. Zoom setup/management/recording/reminders. Publish/distribute agenda/minutes (and other items) Updated Unit Maintenance Records; Produced Unit Reports. Updated Calendar; Printed for Clubhouse.
- 7.2.2. Updated Resident/Owner list (sent to Board for audit) Improved List Print Versions and posted on web
- 7.2.3. Planning Alternate Year Resident/Owner Data and Emergency Contacts Audit in July -
- 7.2.4. This topic led to a discussion of renter contacts, which are not always collected. Rachel pointed out that it is the unit owner's responsibility to inform our board about new renters and their relevant contact information.
- 7.2.5. It was also decided that Access will include a new VACNCA residents data and emergency contact form in resale packets given to new owners.
- 7.2.6. Board members will receive a test draft of the emergency contact audit to review prior to it being sent to all residents. The audit is planned for July.

**7.3. Landscape - Stephanie Sarver**

- 7.3.1. The Landscape Committee met June 8, 2023.
- 7.3.2. She has asked Don to remove dead heathers up to a budget of about \$3,000 (not including the cost to replace with new plants). She is marking dead plants.
- 7.3.3. Don's crew is also working on a few other outstanding projects, including replacing soil where the curbs were replaced, which will be in addition to our contract with him.

- 7.3.4. The watering schedule was discussed. It is not possible at this time to post a firm schedule as Don is still adjusting the irrigation system.
- 7.3.5. The committee has been in communication with the Cordata Master Business Association regarding the beaver and cottonwood tree problem at the northeast corner of the property. The committee is still seeking information and no action is required at this time.
- 7.3.6. The committee is still considering sponsoring a “town hall” event to discuss the effects of climate change on our 11 acres of property/landscape (plants, watering, etc.).
- 7.4. Safety - Donna Collier was absent.
- 7.5. Social - Beverly Brownrigg and JoAnne Wyatt
  - 7.5.1. Beverly Brownrigg and JoAnne Wyatt announced that there will be a Potluck Dinner on Saturday, June 17th, 5-7 pm, in the clubhouse.
  - 7.5.2. Monday picnic lunches will resume for the summer on the clubhouse patio.
  - 7.5.3. The committee is seeking suggestions for other social activities that might encourage residents to gather.
- 8. Unfinished Business
  - 8.1. Concrete curbing - Construction is finished. Custom Cut crew will replace soil.
  - 8.2. Clubhouse re-keying - Went well.
  - 8.3. Crawlspace report - Environmental Insulation has finished their inspection. A long discussion ensued, which detailed the findings and touched on ideas for next steps. Ultimately, it was decided that Rachel Long and Rupert Ayton would try to arrange a conference call with the inspector to get recommendations and estimates for which repairs to carry out this year, and which to include in next year's budget.
- 9. New Business
  - 9.1. Garbage and Recycling - Cherie Thomas reminded people that (whenever possible) their cans should not be taken out to the curb until Monday morning to prevent trash from blowing around. Everyone should also try to put something heavy on top to keep items in the recycling containers.
- 10. Announcements –
  - 10.1. Cherie Thomas asked people to begin thinking about candidates for the board in advance of year-end elections. Three board positions are opening up in 2024.
- 11. Next Board Meeting Date: May 18, 2023
- 12. Adjournment - Rupert Ayton moved to adjourn the meeting. Motion was seconded by Lynn Kirlin and approved.
- 13. Meeting adjourned at 11:43 am by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.

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