

Village at Cordata Northside Condominium Association
Thursday, September 21, 2023 at 10:00 AM, via Internet ZOOM
Meeting of the Board of Directors

Minutes

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

Residents Attending: Pete Asprey, Barbara Green, Judy Hultgren, Patty Liggett, Carla Martin, Jody McBee, John McBee, Shirley Nyland, Rhea Ramsay, Stephanie Sarver, and Jim Tragesser

Property Manager Attending: Rachel Long

1. Call to order: 10:00 AM by Cherie Thomas. She added items to the agenda including 7.6 Budget Committee, 7.7 Nomination Committee, and 8.1 Street Repair Bid.
2. Roll Call: by Secretary Vale Hartley. All board members present.
3. Members Open Forum: Pete Asprey told the board about his work to enable text communication with community members. It was decided to move this topic to 9.2, New Business. Carla Martin asked about what is covered under condo owners insurance. Rupert will send her information showing what part of her unit is hers to insure.
4. Approval of Board of Directors Meeting Minutes from August 17, 2023: Vale Hartley noted a correction to the list of attendees. David Long was not present. She will publish and save corrected minutes for the record. Rupert Ayton moved to approve the corrected minutes. Motion was seconded by Lynn Kirlin. Minutes were approved.
5. Treasurer's Report: by Rupert Ayton
 - 5.1. Investments update
 - 5.1.1. In the Edward Jones brokerage account, there are seven CDs with maturities ranging from 10 to 56 months (known as a maturity ladder) totaling \$126,000. The average rate is 3.86%.
 - 5.1.2. There is \$10,000 invested in a Treasury Direct account with a current yield of
 - 5.1.3. 6.89%. Cherie asked about the advisability of buying more treasury bonds. Rupert will check on current interest rates and report back.
 - 5.2. August transaction review
 - 5.2.1. Rupert reviewed the invoices for August and they appear reasonable.
 - 5.2.2. While reviewing transactions, someone noted that the HVAC/furnace contractors were not able to access the furnace room due to the coded door lock. Rupert will send Rachel the door code to save in her file.
 - 5.3. Member dues
 - 5.3.1. Unit 1225 was delinquent \$550 at August 31 but cured in September.
 - 5.4. Audit Update
 - 5.4.1. Vandal will be notified of a change in auditors.
 - 5.5. Reserve Study
 - 5.5.1. An updated reserve study has been received from David Bach. As a reminder, the study is a yard stick to help the VACNCA board understand the magnitude of the reserves that should be maintained. The dollar amounts in the study for various replacements diverge somewhat from reality, as do the categories of replacements. The "ideal" 82% reserve balance at the end of 2023 is \$332,132, and we will likely end the year \$80,000 under that, or 62%. The budget committee will have to decide on what level of funding is possible within the context of inflation and membership dues.

Operating Fund Financial Report

5.6. Balance Sheet at 8/31/23

5.6.1. Total assets of	\$65,645.46
5.6.2. Liabilities of	<u>\$34,345.86</u>
5.6.3. Operating Fund Surplus of	\$31,299.60

5.7. Revenue and Expense 8 months ended 8/31/23

5.7.1. Revenues of	\$183,843.12
5.7.2. Expenses of	<u>\$177,251.88</u>
5.7.3. Operating net surplus for the year of	\$6,591.24

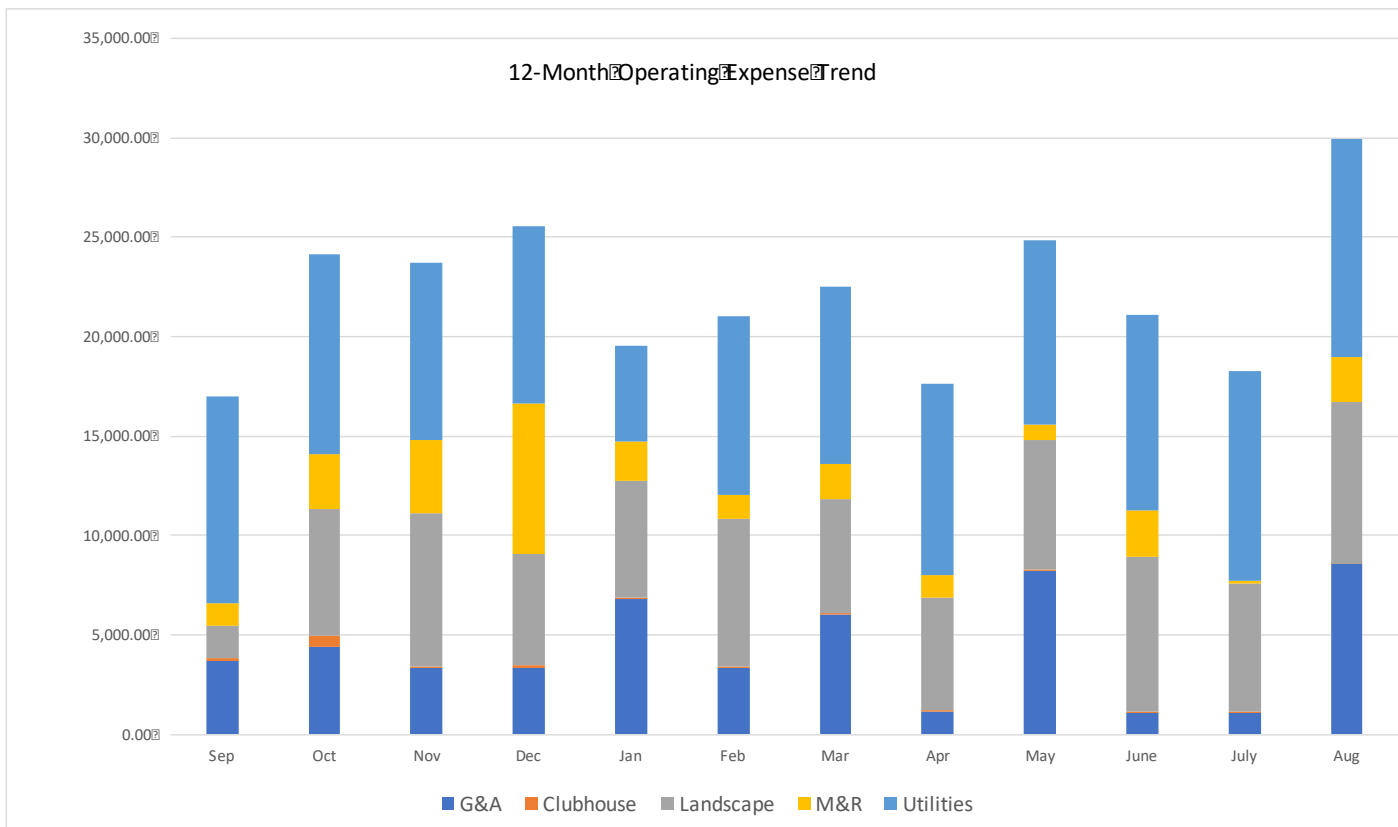
Reserve Fund Financial Report

5.8. Balance Sheet at 8/31/23

5.8.1. Total assets of	\$258,409.88
5.8.2. Total reserve of	\$258,409.88

5.9. Revenue and Expense 8 months ended 8/31/23

5.9.1. Revenues of	\$56,832.75
5.9.2. Expenses of	<u>\$63,671.92</u>
5.9.3. Reserve net reduction for the year of	<\$6,839.17>



6. Property Managers Report: by Rachel Long. She did not have any topics of interest to report, but there were a number of questions/items raised:
 - 6.1. Environmental Insulation bid to work in crawlspaces - Rachel needs to see the bid.
 - 6.2. Snow removal - A contract has been created for Huizenga LLC to remove snow this winter. Rachel will sign off on it.
 - 6.3. Lynn Kirlin asked about a repair request he had sent in earlier for the border of the gravel walkway near his unit (1236). Rupert said it is in the Landscape Committee report

- 6.4. JoAnne Wyatt suggested putting mothballs at crawlspace entrances to deter rodents. Cherie checked online and learned that the chemicals in mothballs can be hazardous and this suggestion was not approved.
- 6.5. Shirley Nyland asked about getting a copy of the pest inspection for her unit. Rachel clarified that there has not been a recent pest inspection. She and Rupert explained that Environmental Pest comes out every month to maintain bug traps, but has not done an inspection. Environmental Insulation has done a recent inspection and will be doing some crawlspace maintenance later this month. Shirley's unit is one that will have crawlspace work done. Rachel will notify those whose units will be worked on.

7. Committee Reports:

7.1. Architectural - Linda Sheeks

- The painter still has two units in which the door frame and/or fascia board need to be replaced. She is working with them to get this work finished ASAP. Six units (1214, 1237, 1250, 1260, 1262 & 1264) and the clubhouse will be painted in 2024. The cost this year was \$3,800 per unit (including pressure washing). Next year's cost per unit (including the clubhouse) will be about \$4,000. This year, no units needed gutters replaced. Next year, four units have original gutters which might need to be replaced, but that has yet to be determined.
- One unit has yet to have windows replaced. Linda and Doug from Country Glass will do a walk around yet this fall to determine which windows need to be replaced next year. Windows cost considerably more this year than last, and we replaced 30 this year vs. 22 last year. Some replacement vinyl windows are now needing maintenance like caulking.
- She has reached out to Rain Guard to see if they will be able to do both inspection for moss on roofs and cleaning of downspouts and gutters probably late November or early December.

7.2. IT - Pete Asprey

- Zoom setup/management/recording/reminders
- Publish/distribute agenda/minutes (and other items)
- Updated & printed clubhouse calendar
- Completed Version 1 of a more reliable board distribution utility
- Added ability to text message residents with cell phones for time sensitive messages (like alert that snow plowing is scheduled). This capability could include a reminder about Board meetings, with the Zoom link. Text would be sent only at direction of a Board Member. See 9.2 New Business.

7.3. Landscape - Rupert Ayton

7.3.1. The committee did not meet as there was no substantial decisions to be made.

7.3.2. There are a number of outstanding requests with Custom Cut:

- Unit 5079 pruning of volunteers and ivy
- 1214 Rhododendron trimming
- 5077/5075 pathway edging has come loose and is dangerous
- 1239 Rhododendron trimming
- 5081 Rhododendron trimming
- 1236/1234 pathway edging has come loose and is dangerous
- 1222 shrub and tree trimming
- 5079 ivy needs to be cut back

7.3.3. A Katsura tree by the wetlands died due to heat and lack of irrigation; it was cut down and will need to be replaced with a hardier tree in the fall, and be nursed through next summer.

- 7.3.4. Several newly planted trees required emergency watering although they did not receive water bags, while other did. Rachel suggested asking residents to “adopt a tree/shrub,” which has worked well in other communities.
- 7.3.5. The plan is still to plant a hemlock in the inner common area this fall.
- 7.3.6. The Vine Maple in front of 1256 has two dying limbs due to age and a suspected root parasite; the limbs will be removed as part of the tree pruning work.
- 7.3.7. An Alaska Cedar near Unit 1229 will be removed and replaced with a different plant.
- 7.3.8. There are several irrigation issues at various units; we have flags and time permitting will flag the offending sprinklers for follow up.

7.4. Safety - Donna Collier was absent.

7.5. Social - Beverly Brownrigg and Patty Liggett had a number of announcements:

- They thanked the board for hosting the August barbecue. Residents appreciated it.
- Thank you to Linda Sheeks for hosting the Tropical Afternoon Tea.
- A homecoming/football themed potluck, hosted by Aline Wanne and Fran Harris, is coming up on Saturday, September 23. Wear your favorite sports team gear.
- More potlucks and teas are planned through the end of the year. The committee hopes to meet in November to make plans for 2024.
- If it seems like the local infection rates for influenza, COVID, and RSV are too high, events will be cancelled.
- Game/card play is still happening in the clubhouse on Monday and Thursday afternoons, with Bunco on the last Thursday of the month.
- Music jam sessions are held on the third Thursday of the month from 6:30 - 9:00. Residents are welcome to participate or to listen.

7.6. Budget Committee - Rupert Ayton

- Linda Sheeks, Paul Chapman, John McBee, Earl Sheneman and Rupert Ayton met from 11am to 12pm.
- We reviewed a 12-month trend of operating and reserve expenses, and discussed categories where it appeared we were headed over budget.
- We discussed expected increases to major items in the operating budget, mainly the increase to landscaping due to the new contract, and an increase to utilities as our 2023 budget was a month short. We also discussed pest control, insurance, and snow removal.
- We discussed expected increases to major items in the reserve budget, starting with window replacement, painting, and crawl space repairs.
- We also discussed the Comcast/Xfinity basic cable contract, which expires in November of 2024. We need to decide on the continuing or discontinuing by September 1, 2024. Discontinuing basic cable would save \$30,000 per year, or \$500 per unit. However, individual subscriptions would likely cost more. But not all units actually use the basic cable, creating an inequity. We are researching costs and suggest a survey of units.
- We agreed to meet again the first week of October, with a plan to bring the budget to the board at the November meeting.

- 7.6.1. Linda asked who will be communicating with Comcast, someone from VACNCA or from Access? It is not yet determined. Rachel said the contracts usually just rollover, unless something else is decided.

7.7. Nomination Committee - JoAnne Wyatt and Patty Liggett. Terms on the board will expire for Cherie Thomas, Beverly Brownrigg and Lynn Kirlin in January 2024.

- There was a general discussion of strategies to recruit new board members.
- One new person has agreed to serve on the board.
- The size of the board was discussed, with a suggestion to consider reducing the size of the board from seven to five. Rachel checked VACNCA bylaws and found that we are required to have seven board members. But she pointed out that it would take “a simple vote of the community” to amend the bylaws to five members instead. It would not require any action by an attorney, but would be good to file the amended document with the county. No decision was made about making this change.

8. Unfinished Business

8.1. Street Repair Bid - JoAnne Wyatt. Repair work needs to be done. Huizenga Enterprises submitted an estimate dated 9/14/23, for \$8,379.00, to repair road and raise street drains to grade. (This does not include routine surface coating, which would be budgeted for next year.) Rupert noted that the cost of this work will come from reserve funds. Rachel agreed that this kind of maintenance is important to keep up with. After some discussion, JoAnne moved to accept the bid. Rupert seconded the motion, which passed.

9. New Business

9.1. Truss Repair in Unit 1237 - Cherie wanted to check on the status of the repair. Unit 1237 resident Carla Martin said it is finished and they will be able to obtain insurance.

9.2. New IT Transmission Ability - No motion was necessary, but we did agree that we need to inform residents about the new text message system and get their permission to sign them up for it. Pete and Cherie will meet to create a message for residents. Cherie plans to send out a newsletter soon and will include information in the newsletter.

10. Announcements - Cherie reported being asked by residents to resume in-person board meetings. We agreed that the transmission rate of COVID/flu/RSV is still too high in our area and that we will stick to Zoom meetings for now.

11. Next Board Meeting Date: October 19, 2023

12. Adjournment - Rupert Ayton moved to adjourn the meeting at 11:44. JoAnne Wyatt seconded the motion, and it passed.

Meeting adjourned at 11:44 am by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.

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