

Village at Cordata Northside Condominium Association
Thursday, March 21, 2024 at 10:00 AM, via Internet ZOOM
Minutes of the Board of Directors

Board Members Present: Cherie Thomas, President; Jody McBee, Vice President; Rupert Ayton, Treasurer; Vale Hartley, Secretary; Linda Sheeks, Architectural Manager; Charlotte Martin, Member; and JoAnne Wyatt, Member.

Residents Attending: VACNCA IT (Host, Pete Asprey), Beverly Brownrigg, Charlie Collier, Donna Collier, Bill Donahue, Barb Green, Larry Green, Sylvia Hampson, Sheila Johansen, Patty Liggett, John McBee, Michael McGowan, Nettie Post, Rhea Ramsay, Stephanie Sarver, and 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: Cherie Thomas
 - 3.1 JoAnne Wyatt asked about the status of finding a window washing service. Linda Sheeks said she is communicating with Sparkle Clean Services and will keep us informed.
 - 3.2 Nettie Post advocated for more color in the house painting choices. Linda said she would address that topic in her Architecture Committee report.
 - 3.3 Rupert Ayton announced that there is a current issue with excessive water use in Units 1264/1266. He is working with those owners to determine the cause. Barb Green reported that a dye test showed their toilet is not leaking.
 - 3.4 Bill Donahue gave an update on the water use situation at his unit. He said he had checked his meter and everything looks okay.
 - 3.5 Vale Hartley reminded the group of Rachel Long's previous suggestion that the Association sponsor a "toilet test day" to encourage owners to check their toilet tanks for leaks.
4. Approval of Board of Directors Meeting Minutes from February 15, 2024: Vale Hartley noted an error in the February minutes. In Items 6 and 10, the unit referenced should be Unit 1224. Rupert Ayton moved to approve the minutes as corrected, Jody McBee seconded, and the minutes were approved.

5. Treasurer's Report: by Rupert Ayton

Treasurer's Activities - March 2024 Report

1. 2023 Year-end adjustments
 - a. Access has updated our financials for a final accounting of 2023 expenses. Those expenses increased \$11,647.47, primarily due to accrual of the water bill and the Access monthly fee.
2. Investments update
 - a. At Edward Jones, we have seven CDs with maturities ranging from 4 to 50 months (known as a maturity ladder) totaling \$126,000. The average rate is 3.86%. We also have \$3,108 in a money market account.
 - b. We have \$10,000 in a Treasury Direct account with a current yield of 3.38% and accrued interest of \$880.
3. February transaction review
 - a. I have reviewed the invoices for February and all appear reasonable. I have included the landscape bill for February.
4. Member dues
 - a. It looks like we have several owners whose auto pays have not been updated for the \$50 increase in dues.

Operating Fund Preliminary Financial Report Subject Further Revision

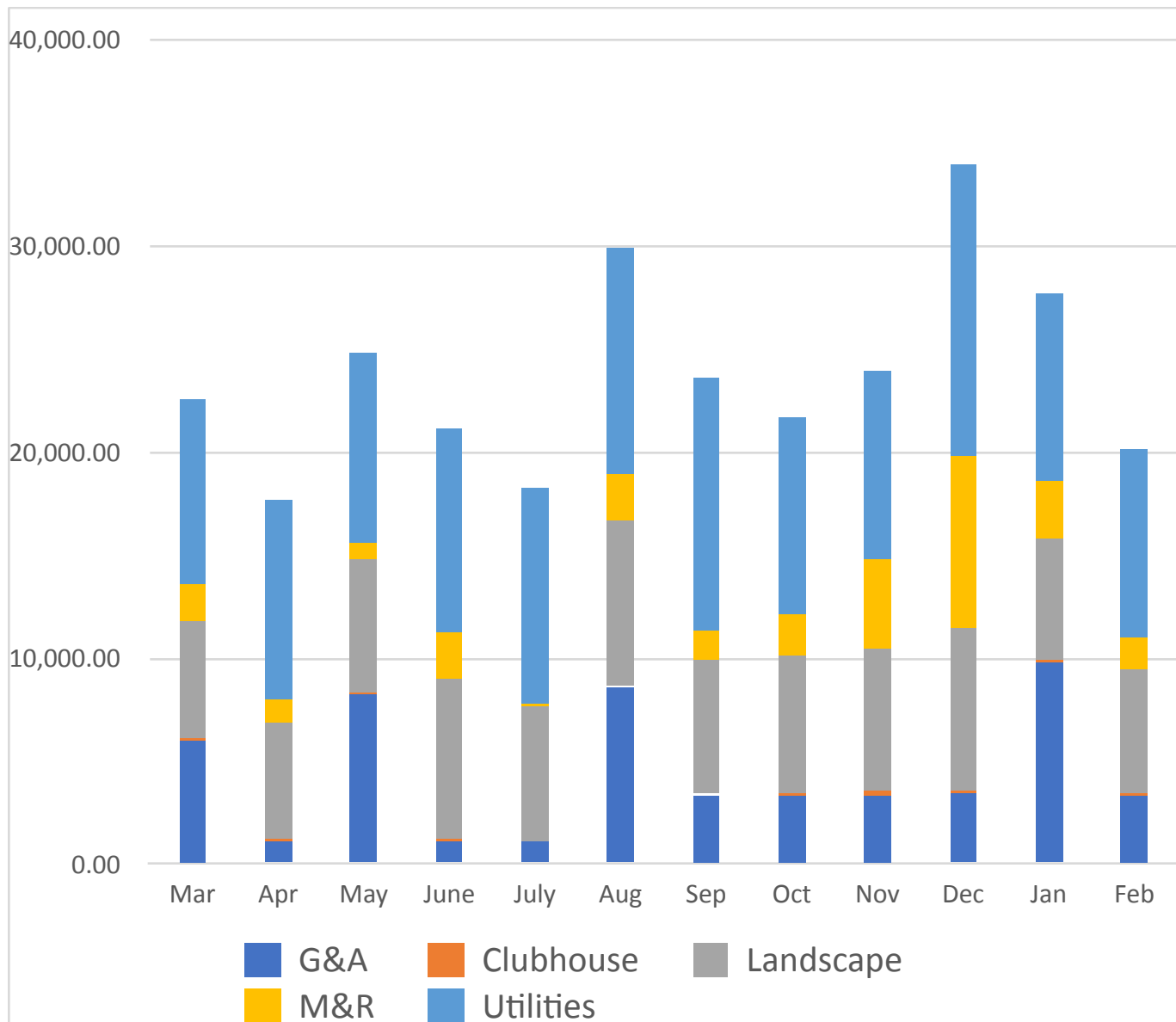
1. Balance Sheet at 2/29/24
 - a. Total assets of \$68,168.20
 - b. Liabilities of \$40,527.06
 - c. Operating Fund Surplus of \$27,641.14
2. Revenue and Expense for the 2 months ended 2/29/24
 - a. Revenues of \$50,335.00
 - b. Expenses of \$42,920.10
 - c. Operating net surplus for the year of \$7,414.90

Reserve Fund Preliminary Financial Report

1. Balance Sheet at 2/29/24
 - a. Total assets of \$270,373.17
 - b. Total reserve of \$270,373.17
2. Revenue and Expense for the 2 months ended 2/29/24
 - a. Revenues of \$15,690.00

- b. Expenses of \$687.84
- c. Reserve net surplus for the year of \$15,002.16

Vale Hartley asked why Board members received emails regarding HOA fees in arrears. Rupert explained that this is our income source and he thinks the Board should be kept updated.



12-Month Operating Expense Trend

- 6. Property Managers Report: by Rachel Long.
 - 6.1 Saratoga (the management company for the Cordata Master Association) is working on the beaver problem, with VACNCA and with Festival.

6.2 There are still some water issues at and near Unit 1224. The A Team is working on it.

6.3 A water usage issue with Units 1264 and 1266 just came up this morning. Access and the A Team are working on it with the unit owners. *Update near the end of the meeting:* Larry Green reported that the A Team found a leaking copper pipe in their (Unit 1266) crawlspace.

7. Committee Reports:

7.1 Architectural - Linda Sheeks

- a. Crawl space covers - A Team did a good job making them. The painters will paint them.
- b. Painting - Six houses and the clubhouse due to be painted this year. Some will need siding repair, etc. The pressure washing is beginning now. (Pressure washing at Unit 1210 was to remove bird excrement and was a special request that will not happen again.)
- c. Landscape trimming - A request has been put in for Custom Cut to trim around the houses that are due to be painted.
- d. Paint colors - A long discussion ensued about how to approach proposed changes to the paint schemes currently in use. Linda will try to put together something that will show the changes she is advocating and share it with the Board prior to the next meeting.

7.2 IT - Pete Asprey

No IT report due to Pete's absence due to injury. Cherie noted that resident Jerry Boles has volunteered to join Pete and Jody on the IT committee.

7.3 Landscape - Rupert Ayton

a. Landscape Committee Report - 19 March 2024

Committee members present were Rupert Ayton, Jim Tragesser, Sheila Johansen, Charlotte Martin and Kris Carson (new member). Not attending were Beverly Brownrigg and Louann Chapman.

1) The Committee reviewed the following requests:

a) 1221 Leslie McRoberts requests:

- i) a shrub needs planting to replace the removed dead heather; Rupert will send a list of approved shrubs to select from, and then Custom Cut will be contracted to purchase and plant.

- ii) standing water on gravel pathway needs evaluation; Leslie to notify Committee when next it occurs.
 - iii) Rhododendron needs pruning; Leslie to wait until after it blooms to decide on pruning herself or requesting Custom Cut prune it.
- b) 1262 Linda Sheeks requests permission to remove Arbor Vitae planted along path in front of house for visibility and security reasons and replace with ornamentation, all at her cost. The trees were the prior owner's unapproved installation. The Committee gave approval pending Linda's final agreement with Custom Cut.
- c) 1206 Nancy Barnhart requests permission to redo bender board on the East side of house, widen and refresh gravel path, remove the remainder of the heather in the front garden, move a Japanese lantern to the East of house, plant some new shrubs (garden design plan by Kent's) and refresh the bark. All this would be done at owner's expense. Committee gives provisional approval pending review of actual plans.
- 2) The Committee discussed the landscape budget for 2024 of \$5,000 for reserves and \$6,000 for extra maintenance beyond lawns, raking, pruning.
- 3) The Committee discussed landscape goals for 2024:
 - a) Tree replacement/removal: Mountain Hemlock behind 1207; Redbud behind 1202; removing Alaskan Cedar behind 1229
 - b) Determining who owns the trees along the beaver pond and a plan for them
 - c) Owners buying/caring for trees; the Committee is asking for volunteers to take on watering of newly planted trees. And the Committee discussed mulching in common areas and possibly helping owners with mulching.
 - d) Removing and replacing dead shrubs, planting shrubs in dirt areas, resending the approved shrub list,
 - e) General planning and activity
 - i) Height of common area grass before mowing
 - ii) What native plants will be sustainable in the future
 - iii) Aerating the grass
- 4) The Committee discussed the ground water issues under 1224, 1222, 1220 and the beaver dam issue in the wetlands
- 5) The Committee discussed the irrigation system and findings from last year.

Board members discussed some specific landscaping concerns: dying grass, water issues, lack of pruning around some homes, ivy growing over landscaping in some areas, etc. Rupert said he thinks Don at Custom Cut has been made aware of things to be done. Don is short-handed due to losing staff over the winter. Rupert hopes that we can find a new

chairperson for the Landscape Committee and that a committee member will volunteer to be the contact for Don to help remind him of our priorities.

7.4 Safety - Donna Collier.

No report. Pete Asprey told the Board about Snug Safety, an app that checks in on senior citizens. Donna asked for a Board member to join the Safety Committee. Vale said she had volunteered.

7.5 Social - Beverly Brownrigg and Patty Liggett

March 15 will be a St. Patrick's Day potluck, hosted by Helen Roberts and Shirley Nyland. March 25 will be an afternoon social, hosted by Linda Sheeks and JoAnne Wyatt. Regular cards and games are still happening on Mondays and Thursdays from 1:00 - 3:00.

8. Unfinished Business

8.1 Cherie brought up a concern about a unit in which a son has moved in care for his elderly mother. He has been making maintenance requests, etc., as if he were the legal owner. She wondered if he has the legal right to do so. A discussion ensued, but no decision was reached.

9. New Business

9.1 Request for Change to Exterior of Unit - Carl Grant, Unit 1248, is asking for permission to install a handrail on their front steps. After the Board reviewed their application, JoAnne Wyatt moved to approve it. Linda Sheeks seconded the motion and it was approved. JoAnne Wyatt will tell them.

10. Announcements - None

11. Next Board Meeting Date: Thursday, April 18, 2024. Vale Hartley will be away. Jody McBee volunteered to take minutes for the meeting in her absence.

12. Adjournment - Rupert Ayton moved to adjourn the meeting at 11:33 am. JoAnne Wyatt seconded the motion, and it passed.

Meeting adjourned at 11:33 am by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.