

Village at Cordata Northside Condominium Association
Thursday, June 19, 2025 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; Linda Sheeks, Architectural Manager; Vale Hartley, Secretary; Charlotte Martin and Bill Donahue, Members.

Residents Attending: VACNCA IT Host, Pete Asprey, Jerry Boles, Kris Carson, Karl Foslien, Trudy Foslien, Judy Hultgren, John McBee, Michael McGowan, Rhea Ramsay, Stephanie Sarver, and Jim Tragesser.

Property Manager: Rachel Long

1. Call to order: 10:00 AM by Cherie Thomas.
2. Roll Call: by Secretary Vale Hartley. All Board members were present.
3. Members Open Forum: Cherie Thomas. Charlotte asked the Board to consider getting new chairs for the Clubhouse as the current ones are too low for the tables, difficult for some residents to get out of, and some of them are breaking. After a discussion, Cherie suggested the Social Committee look into the cost, etc.
4. Approval of Board of Directors Meeting Minutes from May 15, 2025. Jody moved to accept the minutes; Rupert seconded and the minutes were approved.
5. Treasurer's Report: Rupert Ayton

Treasurer's June 2025 Report

Treasurer's Activities Report

1. Audit update
 - a. We are still waiting for the 2024 audit. We have not paid their \$2,600 invoice pending receipt of the audit. David and I are considering selecting a new auditor as for two years now the current auditor has been very slow. We may end up paying more for the audit, but it would help to receive it in a timely fashion.

2. Investments update

- a. At Edward Jones, we had 10 CDs with maturities ranging from 2 to 60 months (known as a maturity ladder) totaling \$135,000. The weighted average rate was 3.87%. We also had \$671.31 in a money market account earning 0.45%.
- b. We have \$10,000 in a Treasury Direct account with a current yield of 1.9% and accrued interest of \$1,404.

3. May transaction review

- a. I have reviewed the invoices for May and all appear reasonable.
- b. I have reviewed the bank reconciliations and all appear to be in order.
- c. We are reviewing the painting payments to make sure we did not overpay.

4. Member dues

- a. As of the end of May we have 1 unit owing \$175 in late fees. The owner is still paying the wrong monthly amount despite being notified of the problem.

Operating Fund Financial Report

1. Balance Sheet at 5/31/25

- a. Total assets of \$100,281.74
- b. Liabilities of \$46,227.13
- c. Operating Fund Surplus of \$54,054.61

2. Revenue and Expense for the 5 months ended 5/31/25

- a. Revenues of \$131,314.21
- b. Expenses of \$118,118.60
- c. Operating net surplus for the year of \$13,195.61

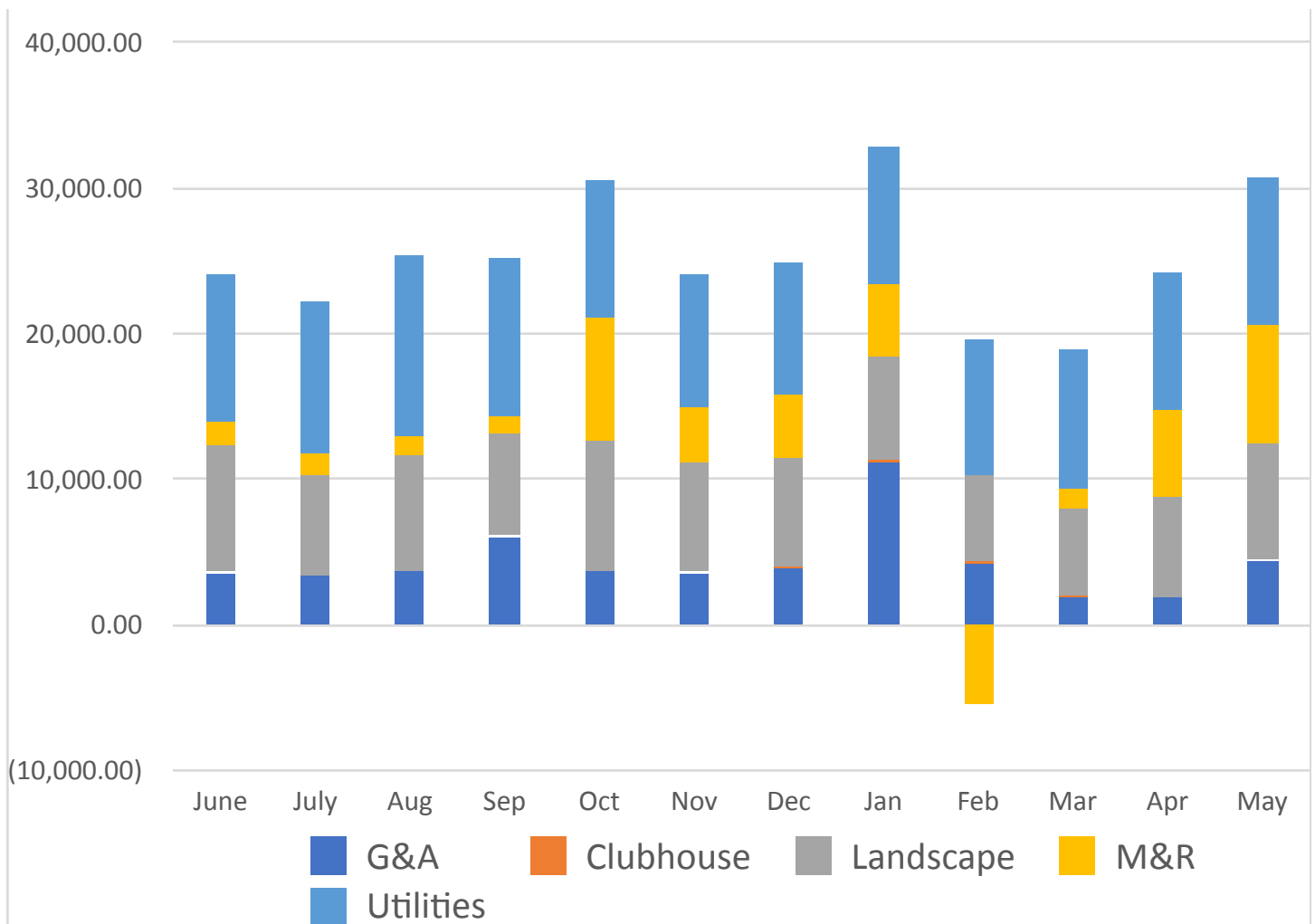
Reserve Fund Financial Report

1. Balance Sheet at 5/31/25

- a. Total assets of \$237,732.85
- b. Total reserves of \$237,732.85

2. Revenue and Expense for the 5 months ended

- a. Revenues of \$41,546.29
- b. Expenses of \$64,396.71
- c. Reserve net deficit for the year of \$<22,850.42>



12-Month Operating Expense Trend

There were some questions about landscaping for Rupert (irrigation valves, survey of irrigation/landscaping, timing of irrigation, concern that the irrigation system is aging and someday might need to be replaced) which he answered here in his Treasurer's Report.

6. Property Managers Report: Rachel Long. Rachel said that Service Master had come out to inspect under the units that have had water under them, looking for signs of moisture damage to the structure. None were found. One unit needs the vapor barrier spread out, so she will arrange for that to be done. Cherie asked about the vapor barriers and wondered if they all need to be replaced. Rachel believes Service Master found that the vapor barriers are sound. (Linda Sheeks checked her records and said that the 2023 inspection by Environmental Insulation noted that virtually all units need to have vapor barriers removed and replaced.). We will be getting a report from Service Master which will be shared with affected owners. Rachel also said that she will be absent from the July meeting due to a medical issue.

7. Committee Reports:

7.1 Architectural - Linda Sheeks

- Under our Routine Maintenance Schedule for June, three things have to be serviced:
 - a) Fire Extinguisher-awaiting cost estimate from Security Solutions - Rupert checked his records and said this was last done in May 2024 by Washington Fire Safety. Linda will check them out.
 - b) Furnace, AC, Fireplace, Water Heater at the Clubhouse - She has requested a Work Order to Lynden Sheet Metal.
 - c) Outside dryer vents - waiting for a cost estimate from Andgar
- 20 windows to be replaced this year
- Roofs - got a 2nd opinion from Axiom, the company Rachel suggested. The guy said the roofs are in good shape and that it will likely be another 3-4 yrs before we need to think about re-roofing. This led to a discussion about how to handle this large looming expense, with no decisions made at this time. When asked, Rachel said that, in her experience, most HOAs institute special assessments to pay for large improvements like this.
- Roads, curbing, sidewalks - Linda, Rupert and Joey, from Huizenga Enterprises, walked around the neighborhood and decided that we need some asphalt road re-sealing, but that most of the curbing is still sound despite looking a bit ragged. They felt that a more important issue is the transitions between the aggregate sidewalks and the asphalt driveways where, at some units, there are slight gaps or differences in height. In addition, Unit 1250 still has its original concrete patio (and no owner-supplied deck), which is now cracked. The owner thinks the Association is responsible for replacing the patio. We have asked Huizenga for an estimate. No decision was reached.
- Last two homes' garage door sensors have been installed and openers replaced

7.2 IT - Pete Asprey - IT Activity Report

June 2025 IT Activity Report

- Zoom Setup, Management, Recording, Audio, Transcription, Posting (Jerry B)
- Publish and distribute agenda/minutes/as needed
- Calendar maintenance, printing, posting
- Continued Shared IT Online Notebook Work
- Continued Website File Naming Consistency Changes
- Updated Database on Maintenance Items
- Motion Log Software Update

7.3 Landscape - Rupert Ayton.

Landscape Committee Report

June 5, 2025 10:00am

Rupert began by thanking Kris Carson for taking minutes of the meeting. Committee members present were Kris Carson, Jim Tragesser, Rupert Ayton, Sheila Johansen, Donna Collier, and Charlotte Martin. Louann Chapman was absent.

1. The Committee discussed update on Kay Stamnes Unit 1230 request. Don has been notified about removal of dead plants and chives. May need to follow up and ask about help for her planting replacements.
2. The landscape request by Cam Kerst Unit 1243 was approved.
3. The replacement rhododendron at Joann Wyatt's Unit 1203 was discussed and will be planted after stump grinding.
4. The replacement Euonymus shrub for Unit 1220 is waiting on stump grind of Mugo pine that was removed.
5. The Committee walked the property and identified 20 stumps in total needing grinding. Rupert will contact tree surgeon to complete that. Will need to identify and mark wires and cables before grinding. Replacement shrubs and trees will be decided on after grinding.
6. As an experimental solution to the dead grass issue in common areas, six Creeping Thyme will be purchased and planted with soil amendment in dead grass area near Oregon Green Pine that was planted last year. Sheila Johansen and Kris Carson will plant these sometime in June.
7. The Committee discussed flooding issues at Unit 1224 and neighboring homes. Rupert will talk to Don about exploratory digging to identify where clogged drains are so that a plan can be made to solve issue. The Committee agreed this was a good time of year to tackle the job.
8. The Committee noted an irrigation survey needs to be completed to know where sprinklers are working or not.
9. Worms eating Azalea leaves was brought up again. The Committee noted that Azaleas around clubhouse in particular were affected.
10. The Committee discussed placing a reminder for residents about the Association's rules regarding plant removal and trimming in the newsletter as this is the time of year people get busy with yard work.
11. A date was set for heather pruning for Monday, June 30th at 10:00 am. We will meet at the clubhouse. Bring gloves, clippers, and buckets.
12. A date was also set for a mulch party for Thursday, July 3rd at 10:00 am. Rupert will rent a truck and pick up mulch. We will meet at the clubhouse. Bring buckets and

shovels. Mulching will mostly be at landscaping beds that are adjacent to entry drive into the Association.

13. A standing date for Landscape Committee meetings was discussed and decided upon. They will take place the first Thursday of the month at 10:00 am at the clubhouse.

Also: See the end of section 5, Treasurer's Report, which notes a few related things Rupert talked about.

7.4 Social - Charlotte Martin. She reported on the May 27th tea, hosted by Earl and Cindy Sheneman, and the June 10th potluck, hosted by Judy Hultgren and Shirley Nyland. Both were a success. There will not be a tea on June 24th due to the lack of a host. Another potluck is scheduled for July 25th, to be hosted by John and Jody McBee, and the annual barbecue will be held on August 25th, hosted by John Onorato and Gina Lewis.

8. Unfinished Business -

8.1 Repainting "speed bumps"- After a discussion about people's perception of speeding in the neighborhood, we decided to wait on the topic of painting until a decision is made about potential road repairs.

8.2 Facelift for Northwind Circle street signs - Vale volunteered that she and Jim would work on it.

8.3 Status report on crawl space vapor barrier project - This topic was covered earlier in item 6, Property Manager's Report.

9. New Business - Cherie Thomas. None.

10. Announcements - Cherie Thomas. She reported on her interaction with the residents in Unit 1227, who had been feeding birds. Next time, in a case like this, she would prefer to have a personal conversation for first time offenses. Also, she has received some complaints about the noise from air conditioning units (how many, whose, etc. was not detailed). She advised that residents will have to learn to live with it as this is a sound that is to be expected in our neighborhood layout.

11. Next Board Meeting Date: Thursday, July 17, 2025

12. Adjournment - Meeting adjourned at 11:33 by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.