

Village at Cordata Northside Condominium Association
Thursday, July 17, 2025 at 10:00 AM, via Internet ZOOM
Minutes of the Board of Directors

Board Members Present: Cherie Thomas, President; Rupert Ayton, Treasurer; Linda Sheeks, Architectural Manager; Vale Hartley, Secretary; Charlotte Martin and Bill Donahue, Members.

Residents Attending: VACNCA IT Host, Pete Asprey, Karl Foslien, Barb Green, Larry Green, Patty Liggett, John McBee, Rhea Ramsay, Stephanie Sarver, Jim Tragesser, Barb Willis and JoAnne Wyatt.

Property Manager: Rachel Long

1. Call to order: 10:00 AM by Cherie Thomas.
2. Roll Call: by Secretary Vale Hartley. Jody McBee was absent; Charlotte Martin joined during the meeting.
3. Members Open Forum: Cherie Thomas. Vale Hartley shared resident Eloise Nelson's suggestion that we have in-person Board meetings occasionally. Patty Liggett thanked Stephanie Sarver for producing the newsletter. Bill Donahue talked about the guy he sent away who came through the neighborhood purporting to be from a pest control company, trying to solicit business. Cherie told the group that Cam Kerst-Davis has a contact in the Cordata Neighborhood Association, should we need one.
4. Approval of Board of Directors Meeting Minutes from June 19, 2025. Rupert moved to approve the minutes; Linda seconded and the minutes were approved.
5. Treasurer's Report: Rupert Ayton
Treasurer's July 2025 Report

Treasurer's Activities Report

1. Audit update
 - a. We have received and distributed the 2024 audited financials.
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 4.02% We also had \$1,315.83 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. June transaction review
 - a. I have reviewed the invoices for June and all appear reasonable.
 - b. I have reviewed the bank reconciliations and all appear to be in order.
 - c. We believe we overpaid \$3,300 on our painting contracts and are awaiting resolution.

4. Member dues

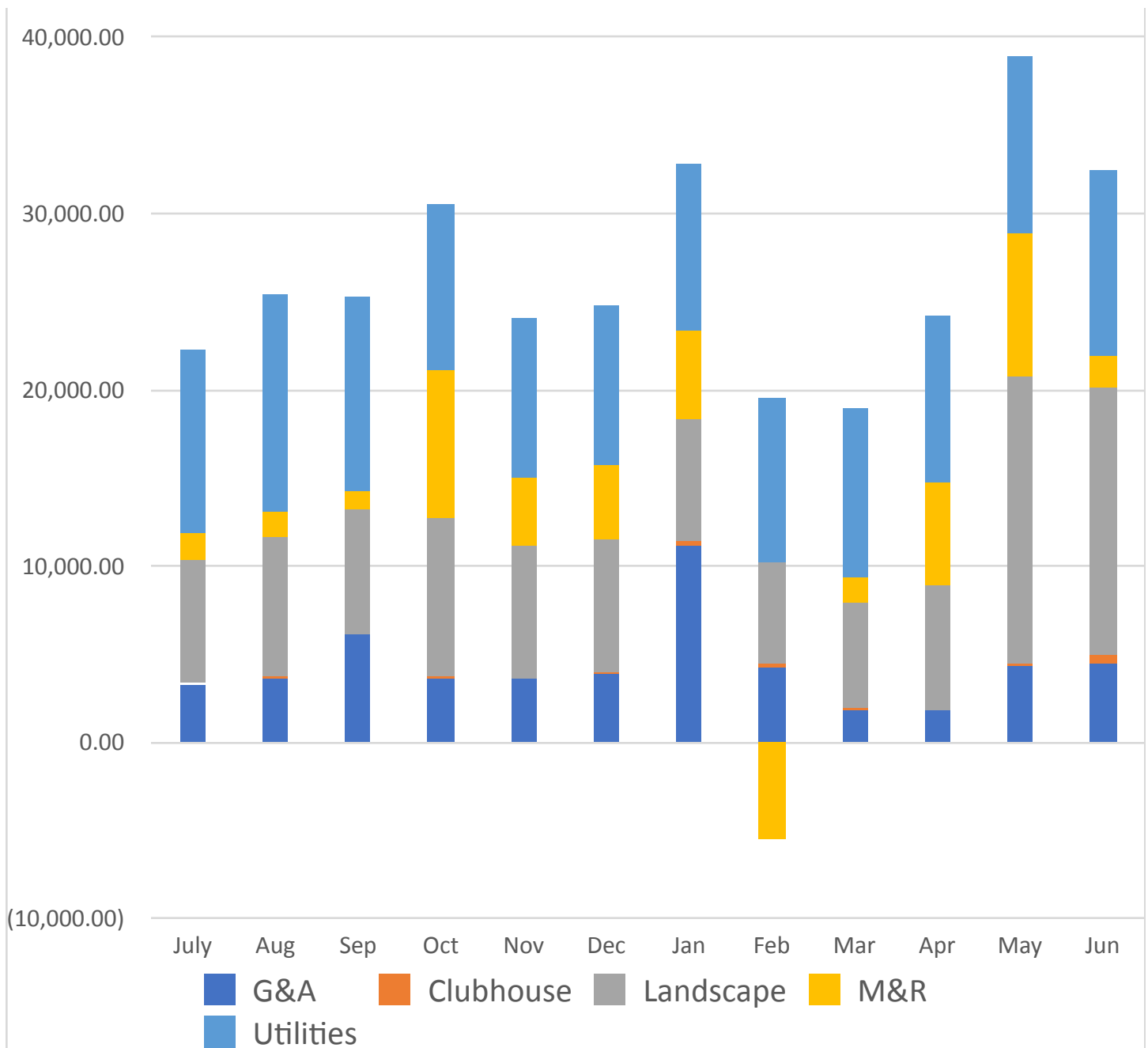
- a. As of the end of June we have one unit owing \$330 in late fees and partial dues and one unit owing \$5.

Operating Fund Financial Report

1. Balance Sheet at 6/30/25
 - a. Total assets of \$94,727.68
 - b. Liabilities of \$37,436.00
 - c. Operating Fund Surplus of \$57,291.68
2. Revenue and Expense for the 6 months ended 6/30/25
 - a. Revenues of \$157,596.90
 - b. Expenses of \$139,645.22
 - c. Operating net surplus for the year of \$17,953.68

Reserve Fund Financial Report

1. Balance Sheet at 6/30/25
 - a. Total assets of \$241,098.39
 - b. Total liabilities of \$4,853.23
 - c. Total reserves of \$236,245.16
2. Revenue and Expense for the 6 months ended 6/30/25
 - a. Revenues of \$50,104.78
 - b. Expenses of \$74,442.89
 - c. Reserve net deficit for the year of \$<24,338.11>



12-Month Operating Expense Trend

Rupert asked Rachel Long about the possibility of getting a new person to conduct our Reserve Study since the current person might be getting ready to retire.

6. Property Managers Report: Rachel Long. Rachel said that we need to sign up for snow removal with Huizenga Enterprises by sometime in August in order to get on their schedule. There was a discussion about wasp removal and Rachel asked if Access had our permission to remove wasp nests if/when residents report them; we agreed that she did. She reported on new legislation regarding how to handle late payment of HOA dues. She will let us know as she learns more. One of our residents is repeatedly delinquent and a discussion ensued about next steps. She will continue to follow up as will some Board members.

7. Committee Reports:

7.1 Architectural - Linda Sheeks

- New windows should be here next week. Doug from Country Glass to begin installing in August.
- Dryer vents will be cleaned, from outside only, by Andgar, July 21-23.
- WA Fire Safety has not yet serviced the Clubhouse fire extinguisher.
- Our painting contractor was inadvertently overpaid. She is working to correct the situation and to get the contractor to pay for window screens that were broken at a unit where the siding was replaced.

7.2 IT - Pete Asprey - IT Activity Report

July 2025 IT Activity Report

- Zoom Meeting Support; Publish/Distribute; Data Maintenance/Reporting
- Converted to improved on-line calendar
- Repaired "Link Box" shortcuts to point to new calendar; updated website also
- Set up shared electronic IT notebook and weekly operations meetings for Pete A and Jerry B
- Backed up all files onto a portable hard drive to be kept by Jerry B & updated monthly
- Continue file history standardization to replace file names with YYYY-MM-DD. E.g., "2025-07-17 Meeting Minutes.pdf"
- Created utility to convert all scanned history files to simple text
- Planned activities for the next few months:
 - Continue work on Motion Log utility
 - Print two sided residents lists (by name and by unit) for each unit
 - Biennial audit of each individual's resident/distribution/emergency contacts information for confirmation

7.3 Landscape - Rupert Ayton.

Landscape Committee Meeting Minutes

July 3, 2025

Members present- Rupert Ayton, Sheila Johansen, Jim Tragesser, and Kris Carson. Louann Chapman, Charlotte Martin, and Donna Collier were absent.

1. Thank you to all who helped with heather pruning. Mulch party was postponed to cooler weather. Date to be determined.
2. Discussed possibility of setting a standard for pruning and all the variables associated. Agreed that foundational plants need to be maintained.
3. Don Waters has been contacted about stump grinding.
4. Concerning the wet area behind 1227, Don will do some digging with the hope of finding the cause, maybe cracked pipe?
5. Concerning locating the storm drains behind 1220 through 1226, Don says he will help with locating. Discussed renting equipment to help with that process. This will be undertaken after stump grinding.
6. Don has sprayed azaleas with copper fungicide to deal with worm issue.

7. Creeping thyme seems to dry out quickly. The plan is to water area when dogwoods and pine are watered in common area.
8. Don is going to place water bags on trees. The Carsons will fill during late July and August.
9. Sprinkler survey needs to be taken. Rupert will check with Louann.
10. Committee members walked property to check out pruning requests:
 - a. An arborist will be contacted for some pruning:
 - o Sweet gum in front of 1204
 - o Red maple between 1244 & 1246
 - b. Don will be requested to prune:
 - o Two rhododendrons to the right of entrance of 1204
 - o Two rhododendrons to be trimmed below garage window to right of walkway of 1214
 - o Overgrown rhododendrons and barberries between 1224 & 1226
 - o Two lilacs and maple on left side of 1243
 - o Oregon grape to be trimmed below dining room window of 1248
 - o Mugo pine to be removed that is between skimmia and arborvitae to left of deck of 1248 to provide access

The Board had a discussion about the problem of too many residents requesting pruning versus the hours the landscapers have available to prune. No solutions were found since our budget is limited.

7.4 Social -Patty Liggett. The July 2nd chicken dinner was a success. No future dates have been set for activities since no one has volunteered to host them. She reminded people that on Monday and Thursday afternoons games take place in the Clubhouse, including Bunco on the last Thursday of the month. Canasta has recently been added to the weekly schedule on Friday afternoons. Also, the Social Committee is researching the topic of getting new chairs for the Clubhouse.

8. Unfinished Business -

8.1 Patio replacement for Unit 1250. Vale Hartley sent photos to Board members showing the size of the imperfections in the patio. Rupert Ayton said he was now leaning toward recommending repairing/patching the concrete rather than replacing the patio. He will try to get an estimate of the cost.

8.2 Walkway/driveway transitions. Again, Rupert will try to get an estimate for the cost to patch the transitions that need attention.

9. New Business-

9.1 Deck replacement at Unit 1232. The owner submitted a Change for Exterior of Unit form on June 10, 2025, but to the wrong cubby, and it wasn't discovered until sometime in July. Hearing nothing from the Board, the owner proceeded with the replacement, and with the

installation of a portable toilet for use by contractors. The Board approves of the deck, but not the portable toilet. Cherie Thomas has been in touch with the owner and asked to have it removed.

9.2 Inspection report for Unit 1216. There were a number of issues identified by the inspector. We will tell the owner that VACNCA deals with maintenance concerns on a schedule that works for us and our contractors.

9.3 Removal of "No Trespassing" sign just inside the black gate on Stuart Rd. Vale Hartley suggested we take down the sign since it is old, rusty and unnecessary now that we have a gate. The Board agreed.

9.4 Toilet testing. There has been a sporadic water "overuse" problem with Units 1200 and 1202. Rupert Ayton has been in contact with city of Bellingham employees who suggested using dye tests to determine if a toilet is leaking. The Board agreed.

10. Announcements - Cherie Thomas. Prospective Board member Leslie McRoberts will be out of town in August. Bill Donahue had agreed to fill in only until August. He now volunteered to stay on the Board through August.

11. Next Board Meeting Date: Thursday, August 21, 2025

12. Adjournment - Meeting adjourned at 11:32 by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.