

Village at Cordata Northside Condominium Association
Friday, October 10, 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 Leslie McRoberts, Members.

Residents Attending: Bill Donahue, Patty Liggett and JoAnne Wyatt.

Property Managers: Rachel Long and David Long

1. Call to order: 10:04 AM by Cherie Thomas. Cherie announced that the purpose of this special meeting was to review and clarify the contract the Association has with Access Real Estate Services (Access).
2. Roll Call: by Secretary Vale Hartley. All Board members were present.
3. The Board addressed the following questions:
 - a. Collection of assessments
There is a new law requiring Access to send Owners who are delinquent in paying their condo association dues a letter each time their payments are late. Rupert Ayton moved to charge Owners a \$10.00 fee for every letter Access is required to send. The motion passed and will go into effect immediately.
 - b. Records of income and expense
Access uses the accrual system as is now required.
 - c. Preparation of annual budget
There is a system in place to work with associations to prepare their budgets.
 - d. Submission of annual report
Access is VACNCA's "Registered Agent" and files the annual report required each year after the Board is elected.
 - e. Maintenance of common elements
Rachel described how this is done with other associations Access manages. VACNCA Board members talked about a goal of moving toward having Access take a larger role.
 - f. Tax return preparation and filing
Access cannot do this for VACNCA because we are an "audit client." David Long is looking for a new auditor.
 - g. Payment of expenses
A discussion ensued about instituting a system which would allow Access to pay for Reserve expenses after receiving authorization from the appropriate VACNCA Board members. Those expenses would then be ratified at the next Board meeting.

An addendum will be discussed at the next general meeting which will include any changes or additions to the contract.

6. Adjournment

The meeting was adjourned at 11:23 am.