

**Village at Cordata Northside Condominium Association**  
**Thursday, September 19, 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 (Hosts, Pete Asprey and Jerry Boles), Barbara Green, Patty Liggett, John McBee, Rhea Ramsay, Cheryl Scheele, and Jim Tragesser.

**Property Manager:** Rachel Long

1. Call to order: 10:08 AM by Cherie Thomas. She also added two items to the agenda: 9.2 Request for Change to Exterior of Unit 1212, and 9.3 Approval of Zoom Subscription.
2. Roll Call: by President Cherie Thomas. All Board members were present. (Vale Hartley was having technology problems, but was present and able to log in to the meeting at 10:13.)
3. Members Open Forum: There were no member questions or comments.
4. Approval of Board of Directors Meeting Minutes from August 15, 2024:  
Rupert Ayton moved to approve the minutes. Motion was seconded by Jody McBee. Minutes were approved.
5. Treasurer's Report: Rupert Ayton  
Treasurer's September 2024 Report
  1. 2023 Audit
    - a. We have received the audited financials and they are on the website.
  2. Investments update
    - a. At Edward Jones, we had 9 CDs with maturities ranging from 9 to 58 months (known as a maturity ladder) totaling \$131,000. The average rate was 3.883%. We also had \$869.81 in a money market account earning 1%.
    - b. We have \$10,000 in a Treasury Direct account with a current yield of 3.94% and accrued interest of \$1,040.

### 3. August transaction review

- a. I have reviewed the invoices for August and all appear reasonable. But we need to consider when to send trades to deal with issue and when to send A-Team. It cost us \$174.84 to change the washer on a leaky hose bib.

Rachel Long responded to Rupert's comment about using tradesmen. She said there has recently been increased enforcement of L&I rules requiring licensed electricians and plumbers for commercial work. So she can no longer call her A-Team for these kinds of repairs. This will likely mean an increase in costs and potentially some difficulty in finding tradesmen in a timely manner.

### 4. Member dues

- a. As of the end of August we had our usual delinquency totaling \$75, which comprised unpaid late fees. And we had another unit one month delinquent that was remedied in escrow in September.

### 5. Budget Status

- a. In the Operating Fund, we seem to be significantly under budget on insurance, landscape, and professional services, but over budget on pest control, income tax, and building maintenance, leading to a greater net surplus than expected. I expect this to reverse itself before the end of the year.

## Operating Fund Financial Report

### 1. Balance Sheet at 8/31/24

- a. Total assets of \$82,669.67
- b. Liabilities of \$27,409.60
- c. Operating Fund Surplus of \$55,260.07

### 2. Revenue and Expense for the 8 months ended 8/31/24

- a. Revenues of \$201,444.73
- b. Expenses of \$168,410.90
- c. Operating net surplus for the year of \$35,033.83

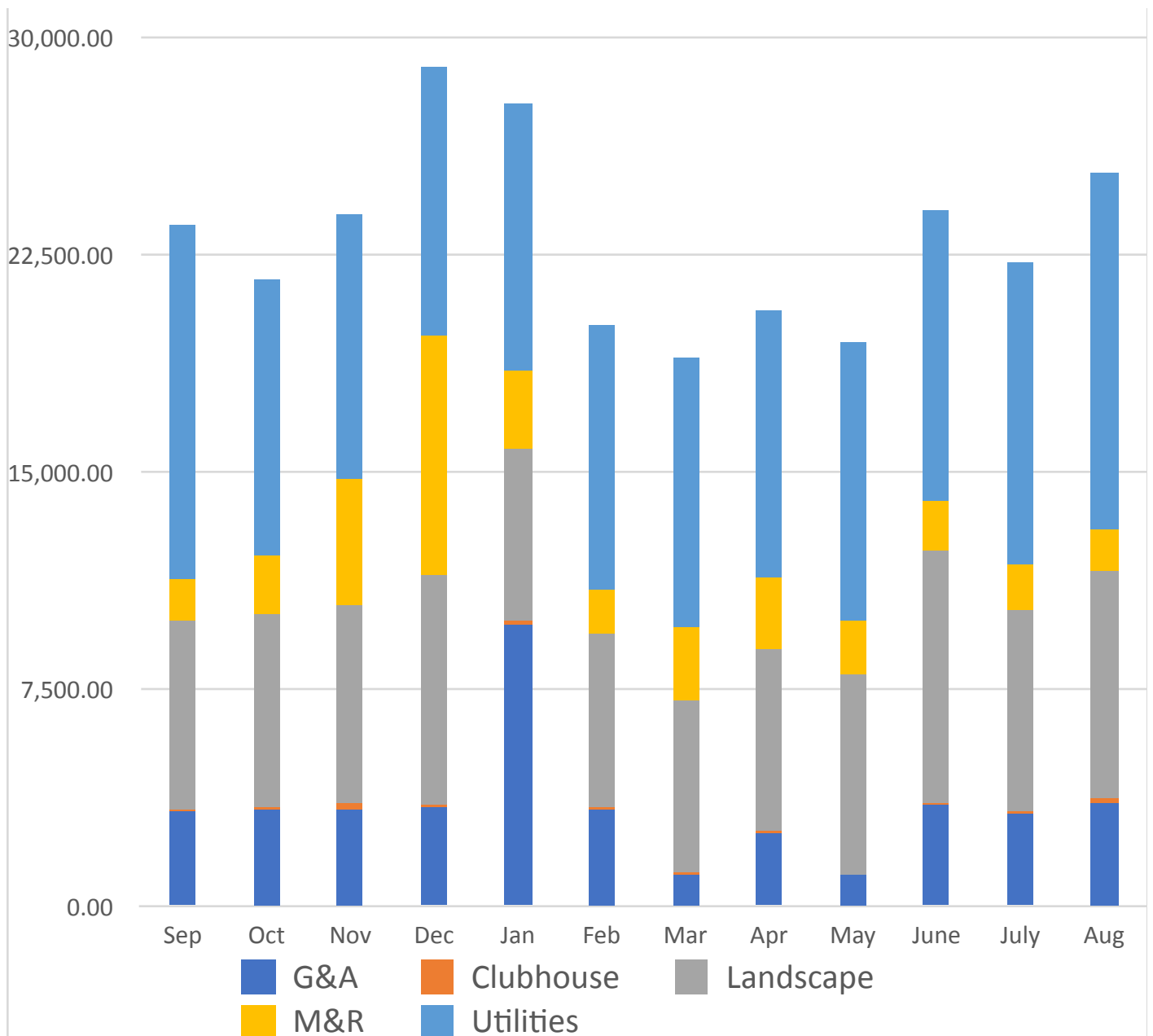
## Reserve Fund Financial Report

### 1. Balance Sheet at 8/31/24

- a. Total assets of \$238,525.45
- b. Total reserves of \$238,525.45

### 2. Revenue and Expense for the 8 months ended 8/31/24

- a. Revenues of \$63,053.48
- b. Expenses of \$79,899.04
- c. Reserve net deficit for the year of \$<16,845.56>



## 12-Month Operating Expense Trend

6. Property Managers Report: Rachel Long reported that she is checking on the electrical work for Unit 1198. Access has taken care of a garage door maintenance request. She asked whether or not the irrigation system has been shut off for the winter. She will contact Don from Custom Cut to coordinate that with the City of Bellingham. She asked what we wanted to do about snow removal from Huizenga this winter. Rupert said we wanted "Option Two."

## 7. Committee Reports:

### 7.1 Architectural - Linda Sheeks

1. Doug, the window guy, asks if it is okay for him to prune back bushes to access windows. Cherie said it was. He and his son are working on caulking windows.
2. A sign up sheet for October window washing from Scrub-a-Dub will be placed in the clubhouse soon. Preliminary dates will be October 14-15 and 21-22, from 1pm to 5pm only.

### 7.2 IT - Pete Asprey - IT Activity Report

1. Zoom setup/management/recording/reminders (Jerry B)
2. Post Zoom Recording, Audio and Transcription (Jerry B)
3. Publish/distribute agenda/minutes (and other items)
4. Posted July Board Minutes to web site (had been overlooked)
5. Updated/Printed Calendar & send out event reminders (on request)
6. "Mail is In!" FINALLY repaired and functional after 2 week down time
7. Added some analytical reports to the Unit Records System

### 7.3 Landscape - Rupert Ayton

#### Landscape Committee Report 17 September 2024, 10am in the Clubhouse

Committee members present were Rupert Ayton, Sheila Johansen, Jim Tragesser, and Charlotte Martin. Kris Carson, Louann Chapman and Donna Collier were out of town.

1. Thank you to Sheila for continuing the watering in Kris and Bob's absence. It is a lot of work and we are also thankful to Kris and Bob. It looks like all our trees have made it through the summer;
2. The Mugo pines have been cut down at 1220. We'll grind the stumps when the trees come down (see 3 below). And plant a Euonymus shrub;
3. We are still planning to take down the Maple at 1256 and the Arbor Vitae at 1252 and grind stumps. We'll need to decide on replacement trees;
4. It looks like we have another sickly Maple between 1261 and 1265;
5. We still need to plan what to do with the dead grass areas in the center common area. A working idea is to have Custom Cut dig out the infected area, and then we will bring in soil and plant hardy shrubs, possibly Ragosa Roses as they have pretty, fragrant flower and then colorful rose hips;

6. We plan on having a dead heather part on October 1 to cut out the heathers behind the clubhouse and perhaps elsewhere;
7. We need to decide on what to do about the dying Photinia on the drive next to 1268. We will likely ask Custom Cut to cut it back and see what happens;
8. We will plan another mulch party next Spring;
9. We are planning a coppercide treatment in the winter for the sickly Dogwoods. Rupert will tag the trees;
10. Custom Cut has been following through on the pruning requests;
11. We will plan to survey residents about the irrigation system next summer, looking for areas that are too wet or too dry, and 1212 is already on the list; and
12. We are starting to think about what trees to plant where trees are missing in the common areas, starting with considering what plant color and bark diversity would be attractive yet still easy to maintain and not too big.

The Committee adjourned at 10:30a.

7.4 Safety - Donna Collier was absent.

7.5 Social - Patty Liggett

1. Afternoon Tea scheduled for Tuesday, September 24 at 2:00 pm.
2. No-host Potluck Dinner scheduled for Wednesday, October 16.

8. Unfinished Business - None.

9. New Business - Cherie Thomas

9.1 Request for an Estate Sale at Unit 1204 to be held on September 20 and 21, 2024. Rupert moved to approve; Charlotte seconded the motion and the motion passed. Cherie will let the owners know.

9.2 Request for Change to Exterior of Unit 1212. Charlotte Martin would like to install a ramp to the front door, similar to the one at Unit 1207. Rupert moved to approve; Jody seconded the motion and the motion passed.

9.3 Pete shared his screen and showed the annual costs incurred for IT expenses. (See chart on next page.). He wanted to know if we wanted to continue our Zoom subscription for our board meetings. The Board agreed that it did.

Expense Item	Amt	Annual
Website registration	\$19.99	19.99
Annual website hosting	\$155.88	155.88
<u>(est) total printing costs</u>	\$100.00	100.00
Stamps/envelopes <u>etc</u>	\$10.00	10.00
MS Office/OneDrive (1TB)	\$99.00	99.00
Zoom Annual Pro License	\$163.09	163.00
<u>Elementor Pro (web editor)</u>	\$53.32	
File Manager <u>Shortcodes</u> (One Time)	\$19.00	
<u>MySpool</u> switch for Mail is In (One Time)	\$55.00	
Updraft Web Backup software (One Time)	\$71.75	
<b>Total</b>	<b>747.03</b>	<b>547.87</b>
<b>Total ANNUAL Web Site Costs</b>		<b>175.87</b>
<b>Total ANNUAL Other IT Costs</b>		<b>372.09</b>

10. Announcements - Cherie Thomas

10.1 Welcome to Kam Kerst in Unit 1243.

10.2 The Rules and Regulations Committee will meet on Saturday, September 21.

11. Next Board Meeting Date: Thursday, October 17, 2024

12. Adjournment - Rupert Ayton moved to adjourn the meeting. Jody McBee seconded the motion, and it passed.

Meeting adjourned at 11:01 am by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.