

Village at Cordata, Northside, Condominium Association
Thursday, January 16, 2025 at 10:00AM, via Internet ZOOM
2025 Annual Membership Meeting
MINUTES

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

Members Attending: Pete Asprey, Jerry Boles, Charles Collier, Bill Donahue, Carl Foslien, Trudy Foslien, Barbara Green, Judy Hultgren, Sheila Johansen, Patty Liggett, John McBee, Nettie Post, Rhea Ramsay, Helen Roberts, Ron Roberts, Stephanie Sarver, Earl Sheneman, Jim Tragesser, Aline Wanne and Barbara Willis.

Property Manager Attending: Rachel Long

1. Call to order: 10:00 AM by Cherie Thomas
2. Roll call was taken by secretary, Vale Hartley. Charlotte Martin and JoAnne Wyatt were absent.
3. Determination of a quorum: (Item addressed out of order. Earl Sheneman asked about it after the Treasurer's Report.) Cherie Thomas informed the group that 25%, or 15, of the total 60 units must be represented in order to have a quorum. It was determined that residents present constituted a quorum.
4. Election results: Nomination Committee Chair Jody McBee announced that Rupert Ayton and Linda Sheeks were re-elected to the Board. All Board members will meet later this morning to determine officer positions.
5. Approval of Annual Meeting minutes from January 18, 2024: Cherie Thomas asked for a motion to approve the minutes. Rupert Ayton moved, the motion was seconded by Jody McBee and subsequently approved.

6. Treasurer's Report for Year End 2024: Reported by Rupert Ayton

Preliminary Treasurer Report for Year End 2024

Highlights from the year:

- Our 2023 unqualified audit was completed and received in September.
- We received our 2024 level 2 Reserve Study in July.
- Our general fund generated a surplus for the year of \$24,004.11 against a budget of \$0.
- Our reserve fund generated a surplus for the year of \$134.02 against a budget of <\$20,860>.
- For 2025, we increased the monthly member dues to \$575 from \$550 to cover anticipated increased operating and reserve budgeted costs. The increase was put to a member vote per our bylaws and passed.
- The Board voted to appropriate the 2024 net operating surplus to reserves. The preliminary amount is \$24,004.11. After transfer, the preliminary reserve balance would be \$279,509.44.

Required reporting items:

- Preliminary general fund balance as of year-end 2024: \$44,230.35
- Preliminary reserve fund balance as of year-end 2024: \$255,505.33
- Preliminary total cash, treasury investment, & marketable CDs balance as of year-end 2024: \$332,202.83
- Preliminary total income for 2024: \$398,223.60
- Preliminary total expenses for 2024: \$374,085.47
- Preliminary net surplus for 2024: \$24,138.13
- It will probably be mid-year before our 2024 annual financial audit is complete. We will make it available to the membership when that happens. We should receive an annual reserve study in July, and will make it available then
- As previously stated, at year end we had \$255,505.33 in our reserve fund. The budget committee and board has allocated \$99,360 of the reserve fund for repair or replacement costs in 2025. The largest single item expenses in the 2025 reserve fund budget is window replacement at \$30,000.
- We have no unsatisfied judgements or pending lawsuits of any kind. However we are expecting to collect \$10,119.96 from Comcast or Sound Drilling LLC as reimbursement for our cost of repairing the damage they caused to the electric line to unit 1198.

Linda Sheeks asked if the cost of repairs to Unit 1243 were being treated as a reserve expenditure. Rupert said yes, they were.

7. Architectural Report for Year End 2024: Reported by Linda Sheeks

2024 Year-End Architectural Review

Gutters:

From our information on major maintenance performed on each individual unit, 29 homes have nothing shown as far as the original gutters ever being replaced. This year we installed new gutters and downspouts on three homes which were also being painted. They appeared to be original gutters. These gutters were coming unattached and leaking in areas causing fascia boards to rot. As part of our yearly routine maintenance in late Fall, gutters and downspouts were cleaned out and inspected on all 60 homes and the Clubhouse. During the year, we had a few homes where residents reported issues with water leaking through seams or end caps or coming unattached from fascia board. For gutter cleaning, we came in \$2495 under budget. For three new gutters and maintenance of gutters, we were over budget by \$1332.

Siding:

One Unit had to have the entire chimney box siding replaced. HardiePlank was used as it is cheaper than cedar. Another home had several boards replaced because of rotting. Both homes were being painted this year. We will continue to have siding, trim around doors, and fascia boards that will need to be replaced when the need arises, because of the age of our homes. We came in \$30 over budget.

Window Replacements:

Fourteen units had 25 windows replaced. We also replaced two screens. We came in way under budget, so we went ahead and every window at each unit was checked and if prior caulking was failing, new caulk was applied. Final cost for both came in under budget by \$8600.

Roofing:

Our roofs were installed between 2006-2009. We had no major roof repairs this year. We did not treat roofs for moss this year, but will in Spring 2025.

Exterior Painting:

Seven units and the Clubhouse were painted. For the first time, for homes that have shingle accents, owners were given the option of painting the shingle accents in a different color, from within the same color block. We came in \$5050 under budget.

Garage Doors/Parts/Operators:

If records are correct, we have 13 homes in which the garage door was replaced but no year given. I suspect these are much older doors. We had a couple units where garage doors were not opening resulting in either new operators, springs/cables or sensors having to be replaced. On the older door operators, if sensors need to be replaced or added, a new operator is needed because the new sensors do not sync with the older operators. We came in \$1627 under budget.

Pest Control:

We have a contract with Environmental Pest. As part of our yearly routine maintenance, a spray is applied quarterly alongside our foundations. We did not have insect and bee problems as we have in recent years. We had a couple homes where rodents (and in one home, rabbits) had found their way into underground crawl spaces. We do not have to pay to have rodents removed because it's part of our agreement in the contract. Found out that rabbits are not considered rodents, so another contractor removed them, and for that we did pay.

Crawl Spaces:

In 2023, Environmental Insulation inspected the crawl spaces of all 60 units. Suggested recommendations were made as to what work they felt needed to be addressed, i.e., falling insulation, replace vapor barrier, insulate water lines, etc. We are budgeting each year a set dollar amount and will work with the company in determining what issues will be addressed and which units will be involved, all keeping within the yearly allocated budget.

A couple crawl space cover tops were replaced because of wood rot and likelihood of rodents being able to enter.

We also have three units that have underground water seepage in the crawl space. It has been a long drawn-out process involving several contractors with various expertise. Sump pumps have been running off and on under each unit, and we currently are still determining where the water is coming from and how to remedy the situation so to avoid this happening in the future.

Curb & Street Repairs:

We continue to work with Huizenga Enterprises regarding the upkeep of our asphalt and concrete curbing. After a walk-around with a representative from Huizenga, recommendations were made of issues in need of attention this year. A set dollar amount was allocated. Work included cracks in asphalt were sealed, sinkholes were filled in, some blue reflectors were replaced, and patching around curbing was done at one unit. This is an area where more than likely, yearly our road and driveways will need to be patched, resealed, or new complete asphalt cover applied. We were over budget by \$651.

8. Landscaping Report for Year End 2024: Reported by Rupert Ayton

Landscape Committee Annual Report 18 January 2025

The committee comprises Rupert Ayton, Kris Carson, Sheila Johansen, Jim Tragesser, Donna Collier, Charlotte Martin, and Louann Chapman.

Monthly meetings were held March through September.

What we accomplished during the year included:

- We received the insurance claim for the broken window at 1231.
- Sump pumps went in under units 1220/1222/1224 and 1226.
- The culvert along the June trail was cleaned out so that storm water now drains quickly through it.
- We engaged several experts on the flooding situation but have yet to resolve it.
- Custom Cut is scheduled to coppercide treat the Dogwood at 1256 on the 15th.
- Crawl space vents were closed, and hose bib covers installed.
- Irrigation was turned off and pipes blown out.
- Oaks along Stuart were trimmed.
- We applied sand paint to the trees along the pond area to try to keep the beavers away from them.
- A Maple and an Arbor Vitae were removed, plus two trees damaged by beavers.
- Mugo pines at 1220 were removed.
- Kris and Bob Carson, along with Sheila Johansen, watered trees during the summer months.
- Volunteers removed the dead heather behind the clubhouse.
- Volunteers held a bark mulch party, spreading four cubic yards of material under the dogwoods and on bare dirt patches.
- Volunteers planted a rock garden in front of the clubhouse.
- A Rhododendron was planted at 1205, a conifer was planted by volunteers behind 1221, and a Redbud was planted behind 1204.
- Custom Cut mowed our lawns, raked leaves, and pruned trees and shrubs per their contract, including requests by owners.
- Several owners came to us with landscape requests that we approved.

There was a brief discussion of the need to address sprinkler heads near Unit 1212 where a ramp is going to be installed.

9. President's Report for Year End 2024: Reported by Cheri Thomas

January 16, 2025 President's Report

Happy New Year Everyone! I am not someone who likes to make New Year Resolutions, but I do like to look back and acknowledge the positives of the previous year. We have a lot of positives here at VACNCA, and I'd like to take this opportunity to recognize some of them.

Ayton, Rupert. We thought we had just elected a treasurer. I don't know if you have any idea how much this man does for us. Not only does he safeguard our funds, but he has also taken on chairing the Landscape Committee. He has worked for the past several months trying to resolve our "wet zone" issues. He is fervently hoping someone will step forward to chair the Landscape Committee since he has other responsibilities as our Treasurer.

Pete Asprey and Jerry Boles have seen to it that our website, mail notifications, calendar and our zoom meetings are taken care of. They do a lot more, but I only have so much room to write.

Kris and Bob Carson have seen to it that our trees are watered . . . and are involved in other Landscape Committee work.

Even though they are snowbirds, Louann and Paul Chapman have carved out time to work on the Landscape and Budget Committees.

Bill and Connie Donahue put on a great Mardi Gras dinner. Bill also works with the Budget Committee.

There are people who "talk the talk" and there are people who "walk the talk." Vale Hartley is not only our Association Secretary; she and Jim are the first to volunteer when needs arise. Vale keeps me on track . . . I have described her as my "left brain."

Sheila Johansen serves on the Landscape Committee AND keeps our library in order.

Patty Liggett is our Social Committee. She needs help, so I hope if you are reading this and are willing to jump in, you will contact her and offer your services.

Jody McBee is our Vice President and also chairs the Rules & Regulations Committee. In addition, she is starting up our Crafts group again.

John McBee works with the Budget Committee.

Nettie Post has taken charge of cleaning the clubhouse.

Charlotte Roberts serves on the Board, the Landscape Committee, the Social Committee.

Ron Roberts keeps our light fixtures repaired and bulbs replaced and sees to it that our clubhouse Christmas lights are put up every year. In addition, he is an expert mole trapper.

Stephanie Sarver not only got our Landscape Committee up and running, but she has also taken over the newsletter.

Linda Sheeks is our Board "ARC." Windows and Siding and Painting and Gutters, Oh My! The most amazing and tireless woman I know.

Aline Wanne sees to it that our Christmas decorations are up every year.

So, this brings me to JoAnne Wyatt. We owe this woman a huge "THANK YOU!" JoAnne brought her real estate connections and her expertise to us for years. She stepped off the Board at the end of 2024 but, thankfully, has promised to continue helping by working with Linda.

As I said at the Annual Meeting, when I first moved to Northwind Circle, my mantra was, "I didn't retire so I could work for free." Well, here we are. Our neighborhood would not look so beautiful, our homes would not be in such good repair, our costs would not be so low if we didn't have so many folks who bring their expertise and their energy to "work for free." I know there are times in our lives when it is not easy to join in and lend a hand, but I hope more of us can find ways to help.

Thank you EVERYONE!

10. Member's Open Forum: Rachel Long said she thought our Board and committees work well. This helps her do her job effectively.

11. Adjournment: The Annual Meeting was adjourned at 10:43 by Cherie Thomas.

Minutes submitted by Vale Hartley