

**Village at Cordata, Northside, Condominium Association**  
**Thursday, January 18, 2024 at 10:00AM, via Internet ZOOM**  
**2024 Annual Membership Meeting**  
**MINUTES**

**Board Members Present:** Cherie Thomas, President; JoAnne Wyatt, Vice President; Rupert Ayton, Treasurer; Vale Hartley, Secretary; Linda Sheeks, Architectural Manager

**Members Attending:** Pete Asprey, Paul Chapman, Donna Collier, Bill Donahue, Evelyn Friesen, Sylvia Hampson, Judy Hultgren, Patty Liggett, Carla Martin, Charlotte Martin, Jody McBee, John McBee, Michael McGowan, Nettie Post, Rhea Ramsay, Helen Roberts, Ron Roberts, Stephanie Sarver, Earl Sheneman, Jim Tragesser, 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.
3. Determination of a quorum: 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 member Patty Liggett shared that Jody McBee (33 votes), Charlotte Martin (29 votes), and Cherie Thomas (40 votes) were elected to the Board. Board candidate Paul Chapman received 25 votes. All Board members will meet later this morning to determine officer positions. Cherie Thomas thanked Beverly Brownrigg for her years of service to the Board and recognized Lynn Kirlin's service, as well (while noting his death in December 2023).
5. Approval of Annual Meeting minutes from January 19, 2023: Cherie Thomas asked for a motion to approve the minutes. Rupert Ayton moved, the motion was seconded by Linda Sheeks and subsequently approved.
6. Treasurer's Report for Year End 2023: Reported by Rupert Ayton
  - 6.1 Highlights from the year:
    - Our 2022 audit was not completed beyond the draft stage due to a disagreement with Vandal, our auditors, over a statement footing error they made. Vandal was uncommunicative on the point. Except for that auditor's error, our financials agreed. Because of the lack of cooperation, we terminated our relationship with Vandal and have engaged Newman CPAs for the 2023 audit. The 2023 audit will include audited 2022 numbers.
    - We received our 2023 level 3 Reserve Study on July 17, 2023.
    - We renegotiated our Comcast bulk contract for another 5 years at a slight current reduction in cost, although Comcast dropped some cable channels from the package.

- Our general fund ended the year with a \$165.35 surplus but we have some outstanding invoices and will probably end the year with a small loss.
- Our reserve fund ended the year down \$11,047.25, better than the expected reduction of \$20,710.00, but again we are still checking for outstanding invoices.
- For 2024, we increased the monthly member dues to \$550 from \$500 to cover anticipated increased operating and reserve budgeted costs. The increase was put to a member vote per our bylaws and passed.

## 6.2 Required reporting items:

- Preliminary general fund balance as of year-end 2023: **\$24,873.71**
- Preliminary reserve fund balance as of year-end 2023: **\$254,201.80**
- Preliminary total cash, treasury investment, & marketable CDs balance as of year-end 2023: **\$304,370.84**
- Preliminary total income for 2023: **\$361,215.74**
- Preliminary total expenses for 2023: **\$372,097.64**
- Preliminary net deficit for 2023: **<\$10,881.90>**
- It will probably be March before our 2023 annual financial audit is complete. We will make it available to the membership when that happens. We should receive an annual reserve study in August, and will make it available then.
- As previously stated, at year end 2023 we had \$254,201.80 in our reserve fund. The budget committee and board has allocated \$118,000 of the reserve fund for repair or replacement costs in 2024. The largest single item expenses in the reserve fund budget is window replacement at \$45,000.
- We have no unsatisfied judgements or pending lawsuits of any kind.

## 7. Architectural Report for Year End 2023: Reported by Linda Sheeks

7.1 Gutter Replacements: We have 34 original gutters. No new gutters were installed this year. As part of our yearly routine maintenance, gutters and downspouts were cleaned out on all 60 homes and the clubhouse. Also, repairs to many gutters were made at the end of this year. It included re-sealing seams and end caps and reattaching gutters that had come loose from the building. We came in under budget in this area.

7.2 Siding: One home that was being painted in 2023 had rotted siding. That was replaced. We will continue to have both siding, trim around doors, and fascia boards that will need to be addressed as needed because of the age of our homes. We came in under budget in this area.

7.3 Window Replacements: Eight homes received a total of 30 replaced windows. We were way over budget in this area due to increased costs and labor shortages. We will continue to have window issues particularly on the older, original ones.

7.4 Roofing: On one unit, a vent on top of roof was replaced but involved no re-roofing. Our roofs were installed between 2006-2009. Given a 20-25 year warranty, we are now at the 15-18 year point.

7.5 Exterior Painting: Seven units were painted. We were under budget in this area.

7.6 Garage Doors/Parts/Operators: If records are correct, we have nine original garage doors. We had a couple Units where parts were replaced because of doors not opening. One Unit required new sealing around the frame of the garage door. We were under budget in this area.

7.7 Pest Control: We have a contract with Environmental Pest. As part of our yearly, routine maintenance, our foundations are sprayed quarterly. We did not have nearly the insect and bee problems as we have in recent years. Also, bi-monthly, our bait traps for rodents are checked and refilled.

7.8 Crawl Spaces: Environmental Insulation inspected all 60 Units under the homes. To begin the process of fixing issues identified, a set dollar amount was allocated. At 13 homes, some of the suggested problems were fixed, i.e. falling or lack of insulation, insulating heater ducts, and wrapping water lines. New crawl space doors were installed at four Units.

7.9 Curb and Street Repairs: A walk around with a representative from Huizenga Contracting, produced a list of issues in need of immediate attention. A set dollar amount was allocated, and some asphalt was re-patched and new risers in some catch basins were installed. Curbing that was either crumbling/cracked or completely gone was replaced with new concrete. We will likely need to make yearly repairs to our road and driveways.

JoAnne Wyatt commended Huizenga for their service in road repair and in snowplowing.

## 8. Landscaping Report for Year End 2023: Reported by Rupert Ayton

8.1 Custom Cut contract - The contract was renewed this year. The cost is up over the previous contract. It is an annual contract, billed monthly at 1/12 of the annual fee. The current work schedule is a three-man team, one day per week. Residents are encouraged to put their own clippings into their garbage cans to avoid additional VACNCA dump charges.

8.2 Activity in 2023 - No trees were replaced in 2023 due to budget constraints. An arborist looked at trees. Some have died due to climate change. Lots of dead heathers were removed. The gravel path was updated and the soil behind new curbing was replaced. A survey of residents was conducted, asking about their situation with regard to the irrigation system. Rupert commended Larry Green for creating the current irrigation map.

8.3 Beavers - Rupert reported new beaver activity to Rachel Long.

8.4 Committee viability- Former chairperson resigned during the year. Rupert has been acting chair, but cannot do so any longer due to his duties as treasurer. (See more in January Board Meeting Minutes.)

## 9. Safety Committee Report for Year End 2023: Reported by Donna Collier

Donna listed items the Safety Committee recommended to residents this past year:

- wearing reflective vests/jackets when walking after dark
- using pet-friendly de-icer on their own front steps and sidewalks when it is icy
- acquiring security cameras if the resident is so inclined
- establishing some kind of personal safety check/alert system such as getting to know the neighbors or having a friend or family member call every day (especially important for residents who live alone)
- installing a lock box, either the first responder approved KNOX Box or a less expensive type that JoAnne Wyatt uses (and has two more of to sell)
- installing a coded garage door or front door lock and give the code to a neighbor

10. President's Report for Year End 2023: Reported by Cheri Thomas

Committees are working well. She asked that committee chairs let Board Secretary Vale Hartley know who is serving on their committees.

There have been fewer resident complaints this year than in recent previous years. She is grateful to live in our community of caring individuals.

11. Member's Open Forum:

11.1 Rachel Long said that during heavy winds, snow can build up in the valleys on roofs and then get under the shingles. This might cause minor damp spots on ceilings when it melts. Do not report this as an emergency. Instead, put in a work order to Access.

11.2 Evelyn Friesen asked about a problem with caulking leaking around the window on her back door. A couple other people have experienced the same on their original back doors. Suggestions were made about how to remove it; Rachel suggested putting in a work order to Access. Evelyn also asked about how to get her back door painted since it was evidently not done when her unit was last painted. Its history was discussed, but no resolution was reached. She also asked about the discharge pipe from her furnace in her garage. Other residents described their furnace setups and she was advised to hire a furnace contractor to fix it, since it is not an Association responsibility.

11.3 Carla Martin asked Rachel for clarification regarding when HOA fees are due. Rachel said they are due on the first of the month and are considered late after the tenth of the month. A discussion ensued regarding issues with getting financial institutions to send payments on time. Rachel said it is not recommended that residents pay their HOA fees a month in advance because that causes additional work for the accounting department.

12. Adjournment: Rupert Ayton moved to adjourn the meeting. Motion was seconded by JoAnne Wyatt and unanimously approved at 11:10 AM.

Meeting adjourned at 11:10 AM by Cherie Thomas.

Minutes submitted by Vale Hartley