

**Village at Cordata Northside Condominium Association**  
**Thursday, December 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; and JoAnne Wyatt, Member.

**Residents Attending:** VACNCA IT (Hosts, Pete Asprey and Jerry Boles), Bill Donahue, Karl Foslien, Trudy Foslien, Sylvia Hampson, Patty Liggett, John McBee, Leslie McRoberts, Stephanie Sarver, Earl Sheneman, Cheryl Scheele, Jim Tragesser, and Barb Willis.

**Property Manager:** Rachel Long

1. Call to order: 10:00 AM by Cherie Thomas.
2. Roll Call: by President Cherie Thomas. Charlotte Martin was absent.
3. Members Open Forum: Cherie Thomas invited member input.
  - a. Cheryl Scheele asked for an update about the problem with water under units in her area (near 1224). Rupert Ayton advised that (a) he is hoping to find a contractor that can map the VACNCA drain system, (b) the A Team is going to try to clean out the drain that leads to Fuchsia Dr., and (c) there might be a need to put in more drainage in the area. Cheryl noted that she has seen other properties in the county experiencing standing water lately.
4. Approval of Board of Directors Meeting Minutes from November 21, 2024.  
The minutes were approved.
5. Treasurer's Report: Rupert Ayton  
Treasurer's December Report

Treasurer's Activities Report

1. Investments update
  - a. At Edward Jones, we had 9 CDs with maturities ranging from 6 to 55 months (known as a maturity ladder) totaling \$131,000. The average rate was 3.883%. We also had \$2,156.70 in a money market account earning 1%.
  - b. We have \$10,000 in a Treasury Direct account with a current yield of 2.96% and accrued interest of \$1,248.
2. November transaction review
  - a. I have reviewed the invoices for November and all appear reasonable;

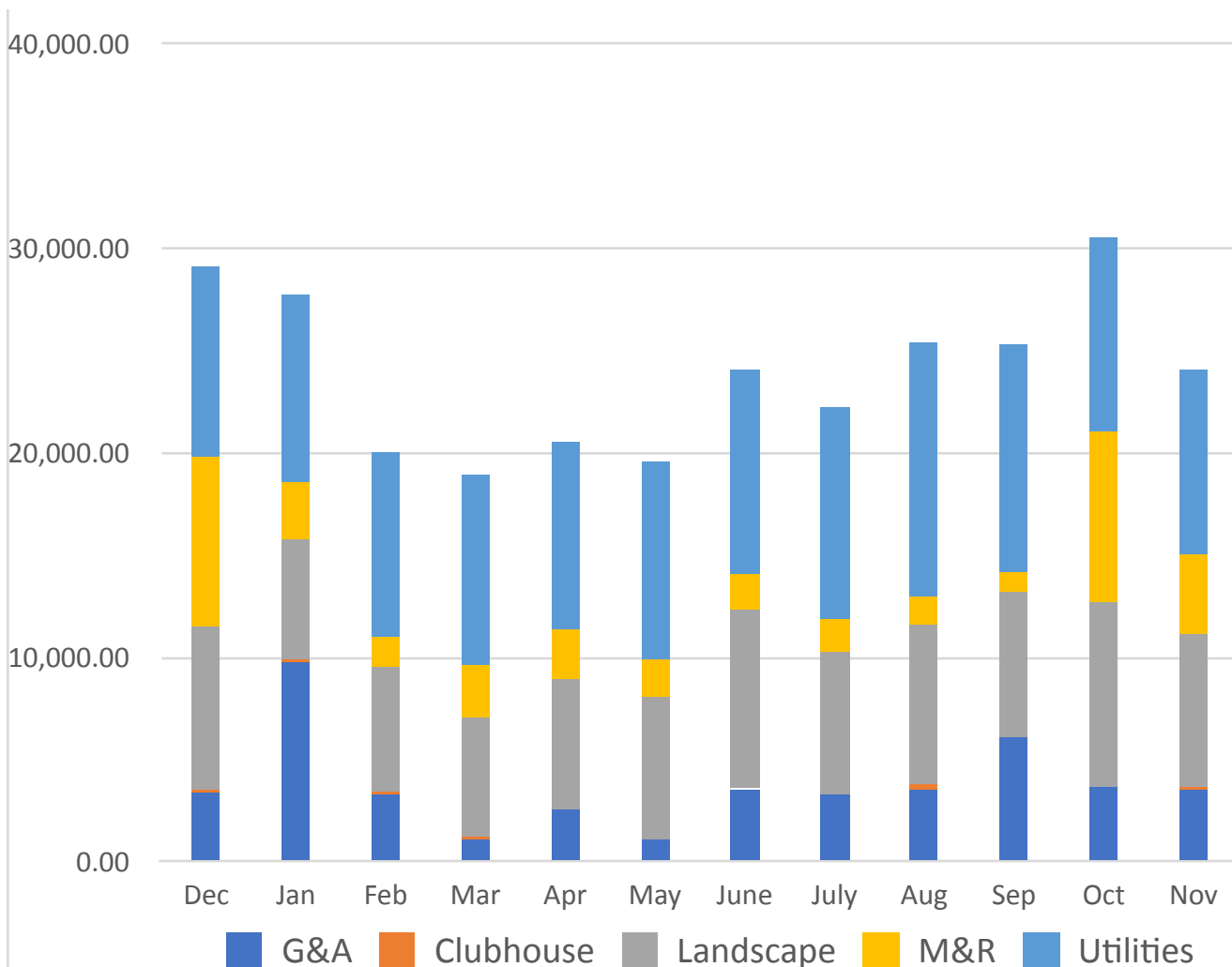
- b. We overpaid federal income tax and are awaiting a refund, plus an insurance expense is miss-posted;
  - c. I have reviewed the bank reconciliations and all appear to be in order.
- 3. Member dues
  - a. As of the end of November we had two units owing late fees.

#### Operating Fund Financial Report

- 1. Balance Sheet at 11/30/24
  - a. Total assets of \$73,786.10
  - b. Liabilities of \$29,955.91
  - c. Operating Fund Surplus of \$43,830.19
- 2. Revenue and Expense for the 11 months ended 11/30/24
  - a. Revenues of \$277,024.60
  - b. Expenses of \$253,420.65
  - c. Operating net surplus for the year of \$23,603.95

#### Reserve Fund Financial Report

- 1. Balance Sheet at 11/30/24
  - a. Total assets of \$273,167.17
  - b. Total reserves of \$273,167.17
- 2. Revenue and Expense for the 11 months ended 11/30/24
  - a. Revenues of \$86,737.17
  - b. Expenses of \$68,941.01
  - c. Reserve net surplus for the year of \$17,796.16



## 12-Month Operating Expense Trend

Also, Rupert reminded everyone that he will be holding Budget Open House meetings in the Clubhouse on Tuesday, January 7 at 2:00 pm and at 7:00 pm to answer questions about the budget. He is also planning to get the Budget Committee together in January to review the insurance VACNCA carries.

6. Property Managers Report: Rachel Long reported that dead rabbits were found under Unit 1250. Environmental Pest Control does not handle rabbits, so Access arranged to have them removed. She also told us that sixteen ballots had been received for the budget and that all were in favor. Therefore, the budget for 2025 is ratified.

7. Committee Reports:

### 7.1 Architectural - Linda Sheeks

1. All new window and glass installs are completed. Came in \$8600 under 2024 budget and this included checking all units and where needed, re-caulking was done.

2. Cleaning of gutters and downspouts completed.

3. Garage door operating equipment is failing. We have had four units this fall that had to be replaced and in some instances, equipment had to be updated because original was so old. Records show that 13 units either still have original door and equipment or door has been replaced but no year noted. Rob at Bellingham Garage Door Repair has been very helpful. But she reminded residents not to call them directly. Instead, they should put in a maintenance work order on the Access website. If it is a weekend, call the Emergency Phone Number for Access. To get immediate access to a garage, Rupert Ayton can help.

4. Ron Roberts is not able to replace outdoor light bulbs right now. If someone needs a bulb replaced, contact Linda; do not call Access.

## 7.2 IT - Pete Asprey - IT Activity Report

- Zoom software upgrade and testing
- Zoom setup/management/recording/reminders (Jerry B)
- Post Zoom Recording, Audio and Transcription (Jerry B)
- Publish/distribute agenda/minutes (and other items)
- "2024 Window Replacement" database & reporting update
- Web site maintenance; Calendar maintenance/printing

## 7.3 Landscape - Rupert Ayton

### Landscape Committee Report

No meeting was held in December as there was no new business to discuss.

Here is an update on landscaping:

- Custom Cut has submitted an insurance claim for the broken window at 1231.
- We purchased hose bib insulators for all units and had them installed.
- Drainage behind and under Units 1220 through 1226 is still an issue. Still waiting on A-Team to clean up the drainage ditch in the buffer zone, and then install a few more drains in the area behind the houses. And still waiting on a vendor to locate where the current drainage system runs off 1224.
- No word from Master Association on beaver mitigation; A-Team is applying sand/paint mixture higher up the trees by the pond; lots of beaver/tree activity along June trail. Rachel said she will contact Molly at the Master Association again.
- Still need to have stumps ground at 1256 and 1252, plus 1212 and 1220.
- Will need to plant shrub as planned at 1220 once the stump is ground.
- Still need to figure out the dead grass issue in the common areas.
- Expect coppercide treatment on 1256 Dogwood this month.
- 1268 dying shrub will probably come out next year.
- Need to be thinking about replacement trees, beginning with 1254.

- Planning an irrigation survey when system comes on again early summer.
- As always, we are looking for volunteers for the landscape committee and for help with mulch parties and other DIY landscape activities

#### 7.4 Social - Patty Liggett

1. The Potluck Dinner on December 10 included ham and rolls supplied by the Social Committee.
2. The Committee will meet in January to plan for 2025.

#### 8. Unfinished Business

8.1 Reimbursement for electrical repair - Rupert has sent copies of the relevant invoices to Comcast; it was their subcontractor, Sound Plumbing, that damaged the power line. He hasn't heard back yet, but will check again.

8.2 Drainage problems - Rupert and Rachel agreed to meet and talk about a contractor to map the drainage system. There was also a conversation about areas here that are at or below grade, which can lead to standing water.

#### 9. New Business - Cherie Thomas. None.

#### 10. Announcements - Cherie Thomas

10.1 Reminder about the Annual General Meeting on January 16, 2025.

#### 11. Next Board Meeting Date: Thursday, January 16, 2025

#### 12. Adjournment - Meeting adjourned at 10:40 am by Cherie Thomas.

Minutes Submitted by Vale Hartley, Board Secretary.