

Minutes of Annual Board of Directors Meeting 2023  
**CORDATA BUSINESS PARK ASSOCIATION**

The annual meeting of the CBPA Directors was held on **Thursday, November 30, 2023** via Zoom.

Members

<u>Present:</u>	<u>Name</u>	<u>Entity</u>
	Darcy Jones	Caitac USA
	Carrie Veldman	The RJ Group
	Brian Keeley	Whatcom Community College
	Tom McMaster	Parcel E Cordata Specific Binding Site Plan No 21
	Kamira Rea	Larrabee Springs South HOA
	Ken Reinschmidt	Saratoga Commercial Real Estate
	Molly Koch	Saratoga Commercial Real Estate

**1. Call to order**

The meeting was called to order at 10:10am. All members of the board were present, except Kate McDonald, and a quorum was verified.

**2. Review 2023 YTD Financials**

Ken reviewed 2023 financials. The highlights were:

- Wetlands consulting was over budget due to the consultants and contractors working together to come up with the permanent repair for the stormwater/beaver problem at the Festival Square Pond.
- A/R Aging report shows we need to collect from several owners. Saratoga indicated we will be sending out statements via email/mail within the next few weeks in hopes of collecting the funds. T-Mobile has a large amount of dues owing. We will reach out to Scot Swanson for the next steps regarding the lien. Saratoga will review CC&Rs to see if we can charge late fees for non-payments, and if so, we will begin charging late fees.
- Under budget for Legal Fees. We might be paying more in 2024 if we seek legal help with collecting dues.
- Over budget for Encampment Cleanup. As homeless issues increase, so do the cleanup costs.
- Over budget for Irrigation in 2023 due to several irrigation and sprinkler repairs throughout the year.

**3. Review 2024 Budget**

Ken went over the proposed 2024 budget, which Saratoga based off of 2023 actuals as well as actual estimates from vendors. Following review, the Board voted upon and unanimously approved of the proposed budget. The notable changes are the following:

- Slight increase in insurance
- Slight increase for power based on 2023 actuals

- Landscaping was bid out by a few vendors but our current landscaper came in with the most reasonable quote, so we signed a 3-year contract.
- Wetland Maintenance was increased due to Festival Square/beaver project that will be completed in 2024.
- Increasing reserves was brought up. Due to cost of the pond project for 2024, the Board agreed to wait until 2025 to increase the reserves.

#### **4. Storm Water Maintenance Update**

Ali Taysi has worked with various contractors to come up with the permanent repair for the Festival Square Pond and the beaver issue. Darcy indicated he met with Ali to discuss the project and he is comfortable with the plan that is in place. They will be installing a drainage riser pipe in the middle of the pond that will prevent the water levels from rising to the point where it threatens nearby homes. This project will need a special assessment, so we will be holding a meeting with the Board in January to discuss this in more detail.

#### **5. Board of Directors**

–Nomination and election of **EVEN** numbered positions because 2024 is even # year.

##### **2022 Directors**

Director 1: Brian Keeley

Director 2: Kate McDonald

Director 3: Tom McMaster

Director 4: Kamira Rae

Director 5: Vacant

Director 6: Carrie Veldman

Director 7: Darcy Jones

The board nominated Kate McDonald to stay on board. Carrie said she would like to serve another term on the Board. Kamira Rae joined the Board in one of the vacant spaces. This was voted upon and unanimously approved by the Board.

#### **6. Open Discussion**

- Ken provided a clear outline of the specific locations Innovative Landscape maintains for the CBPA. Previously the CBPA landscapers maintained some of the side streets as well as Cordata Parkway, but with new developments coming in, the Board agreed to make it so landscaping is now only maintained by the CBPA on Cordata Parkway and Kellogg Road. We do not maintain any other side streets.
- Any CBPA related matters can be directed to the Saratoga Office at 360-676-4866 or email Molly at molly@saratogacom.com.
- We will ask Kate if she can post any meeting announcements or meeting minutes to her neighborhood website. It will include Saratoga email addresses and phone number so people can easily communicate with Saratoga office.

#### **7. THE MEETING WAS ADJOURNED AT 11:57 AM**

