

Minutes of Annual Members Meeting 2018  
**CORDATA BUSINESS PARK ASSOCIATION**

The annual members meeting was held on **Thursday, July 12, 2018** at 333 Calluna Court, Suite 201C Bellingham, WA 98226

**Members**

<u>Present:</u>	<u>Name</u>	<u>Entity</u>
	John Getchell	Cordata Park Place Condo Assoc.
	Julie Guy	El Dorado
	Nancy Taylor	Parkway Professional Building
	Carrie Veldman	The RJ Group
	Brian Keeley	Whatcom Community College
	Steve Crooks	Reserve at Cordata
	Robert Walsh	Samsara Bio/ABM Inc
	Peter Li	ABM Inc
	Matt Barker	Kimco Realty (Cordata Center)
	Aaron Ignac	Sea Mar
	Gary Pitcher	Cordata Park Place
	Brandt Leitze	Rich Development
	Larry Allen	Village at Cordata
	Jim Zander	Corona Court
	Ken Reinschmidt	Saratoga Commercial Real Estate, Manager
	Luke Reardon	Saratoga Commercial Real Estate, Asset Manager

**1. Call to order**

The meeting was called to order at 3:00 p.m. by Association President, John Getchell. And a Quorum was verified.

**2. Approve Minutes** John Getchell motioned to waive the review and reading of the 2017 Members Meeting Minutes. This was voted upon and passed unanimously.

**3. Review 2017 Financials and 2018 Budget**

Ken reviewed 2017 financials. The highlights were:

- 2017 financials Discussed. Spending and dues remained unchanged because lower landscaping costs were balanced by single year contribution to reserve.
- The 2018 dues are 10% lower than the 2017 dues because of the landscaping resolution passed by the board in 2016 to decrease the Cordata Business Park Association's (CBPA) landscaping responsibility and no additional funds will be collected for reserves. The associations is satisfied that current reserve of approximately \$100,0000 is sufficient until further discussion.
- In 2017 Park Members requested that the Association Budget, Dues Calculations, and Dues invoicing be completed prior the calendar year. Saratoga responded and the Budget and Dues process for 2018 was completed and presented to the members by December 2017. Todays review represents a cursory discussion of 2018 budget since the budget process was previously approved and accepted.

- Julianne Guy requested that Saratoga investigate that our insurance covers the Park's storm drain features.
- Ken explained that Saratoga creates the annual operating budget based on the previous year's actual expenses and then factors in any increases if necessary.
- Saratoga continues to audit the current owners, parcels, and the contact information that is on file. Saratoga ran an AR Aging report and has reached out to all owners who still owe past due assessment amounts. These owners have been notified of this via email, phone, or mail. Saratoga expects to collect most of these remaining amounts if not all.

#### **4. Vote to approve revenue ruling 70-604**

The motion to approve the revenue ruling 70-604 to carry over excess operating funds from 2018 to 2019 was approved and unanimously passed by the members that were present.

#### **5. Report Associations expected involvement in City's Park Development**

- The CBPA owns two parcels that are on the East side of Cordata Parkway across from SeaMar. These parcels are located where the City is planning on building a City Park.
- The board agrees that the transfer of these two parcels to the City would be beneficial for enhancing the park and providing it a central location.
- The main concern is verifying that the City maintains the central control structures and runoff from the proposed park. The CBPA does not want any liability for these structures once the parcels are deeded to the City.
- The CBPA has done everything to move the process along and is currently waiting to hear back from the City.
- City will provide draft paperwork to transfer ownership that will also preserve the Parks and certain Park members rights for storm water control.

#### **6. Website Status**

- A website has been created for the Association. The website includes any upcoming meetings/events, all governing documents for the Association, studies that have been done, and other helpful information. The URL for the website is <https://cordata2017.wixsite.com/cordata2017>.

#### **7. Report Board's discussion regarding reserve policy**

- Saratoga will continue to keep reserve funds of \$100,000 for any large outlying expenses.
- Ken has been working with Ram Construction to get estimates for storm water repairs in the common areas of the Association.

#### **8. Open Discussion**

- Question about new/existing development
  - There was conversation regarding the new roundabout that will be constructed at the intersection of Cordata Parkway and Stuart Rd.

- Following this was conversation regarding the lane decrease from 2 lanes to one lane that will occur on Cordata Parkway. The goal is to create a safer road system through the Cordata area.
- There were some members that were concerned with the location of the new park's entrance and exit as well as whether there would be a cross walk for pedestrians to cross Cordata Parkway.
- Ken added that the CBPA will continue to increase their landscaping responsibility along Cordata Parkway as the North end of Cordata develops.

## **9. Election for Board Positions**

Since 2018 is an even year, even numbered Board member positions were up for election at the recent Members Meeting. Current Board roster is:

### 2018 Board Directors

Director 1: Brian Keeley     [BKeeley@whatcom.edu](mailto:BKeeley@whatcom.edu)

Director 2: Steve Crooks     [crookssr@comcast.net](mailto:crookssr@comcast.net)

Director 3: John Getchell, President     [John,Getchell@BellinghamSchools.Org](mailto:John,Getchell@BellinghamSchools.Org)

Director 4: Nancy Taylor, Secretary     [taynancy@comcast.net](mailto:taynancy@comcast.net)

Director 5: Julianna Guy, Treasurer     [juliannaguy@comcast.net](mailto:juliannaguy@comcast.net)

Director 6: Carrie Veldman, Vice President     [carrie@therjgroup.com](mailto:carrie@therjgroup.com)

Director 7: Darcy Jones     [darcy@jonesengineers.us](mailto:darcy@jonesengineers.us)

Nancy Taylor and Carrie Veldman stated that they would like to remain on the Board. There were no other members interested in running for their position. Adrienne Lederer was not present to vote, leaving the Director 2 position open for election. John Getchell opened the floor for additional people to run for election. Steve Crooks stated that he would fill the Director 2 position. The motion to elect the slate presented was voted upon and unanimously passed by members present at the meeting.

## **10. THE MEETING WAS ADJOURNED AT 4:10 PM**

## **11. BOARD MEETING TO FOLLOW**

Minutes of Board Meeting that followed the Annual Members Meeting 2018  
**CORDATA BUSINESS PARK ASSOCIATION**

The Board of Directors met directly after the members meeting on **Thursday July 12, 2018** at 333 Calluna Court, Suite 201C Bellingham, WA 98226.

**Members**

<u>Present:</u>	<u>Name</u>	<u>Entity</u>
	John Getchell	Cordata Park Place Condo Assoc.
	Julie Guy	El Dorado
	Nancy Taylor	Cordata Laser Center
	Carrie Veldman	The RJ Group
	Brian Keeley	Whatcom Community College
	Steve Crooks	Reserve at Cordata
	Ken Reinschmidt	Saratoga Commercial Real Estate, Manager
	Luke Reardon	Saratoga Commercial Real Estate, Asset Manager

**1. Call to order**

The meeting was called to order at 4:12 p.m. by Association President, John Getchell. And a Quorum was verified. The Board welcomed new Board Member Steve Crooks.

**2. Election of Officers**

Below are the Board Members that are now serving as Officers of the CBPA.

John Getchell – President  
Carrie Veldman – Vice President  
Nancy Taylor – Secretary  
Julianna Guy - Treasurer

All Board Members were given the opportunity to run for any of the Officer positions. Carrie Veldman put her name in the running for Vice President since there was no one currently serving in this position. Nancy Taylor and Julianna Guy changed Officer positions so that Nancy is now Secretary and Julianna is Treasurer. The Board approved the motion to elect the Officers as they are referenced above.

**3. Review and approval of sole source justification**

The Board reviewed and discussed the recent work that Saratoga has done to schedule repairs for 3 failed backflow devices that service the common area irrigation systems for the Association. Upon discovery of these failed devices, Saratoga worked with Gary's Plumbing to locate, analyze, and inspect them. The entire process was timely and labor intensive. Because of the need to get these devices quickly repaired and re-tested, a Memorandum was prepared and presented to the Board to indicate the need for a sole source justification. The Board approved for Saratoga to move forward with Gary's Plumbing rather than getting more bids from other vendors. Once the devices are fully functioning, they will be re-tested, and the irrigation systems connected to these devices will be turned on.

#### **4. Meeting Adjourned**

At 4:21 pm, John Getchell motioned to adjourn the meeting. It was seconded by Julianna G. and unanimously approved by vote of the board members.