

**Red Cedar Canyon Townhome Association**  
**Annual Meeting Minutes**  
**Tuesday, September 13, 2022, 5:00 pm**  
**Hudson High School, Hudson, WI**

The Annual Meeting Minutes are subject to review and approval at the 2023 Annual Meeting.

The Annual Meeting of the Red Cedar Canyon Townhouse Association (RCCTA) was held on Tuesday, September 13, 2022, at the Hudson High School, Hudson, WI. President Dave Preller (DP) called the meeting to order at 5:02 pm. Roll call of present Board members: Gretchen Trebnick (GT,) Vice President; Ronald Urhammer {RU,) Treasurer; Wayne Wisner (WW,) Member-at-Large; Karen Mackesey (KM,) Secretary. Matthew Fee (MJF,) Property Manager {PM) was present.

Proof of meeting notice, sent at least 10 days prior to the meeting, was sent to all homeowners via USPS. No objections noted. There was a quorum of 51 members consisting of 38 in-person and 13 proxies.

**1. Approval of Annual Meeting Minutes**

**RU motioned; WW seconded to approve the 2021 Annual Meeting Minutes; motion passed.**

**Approval of Monthly Meeting Minutes**

**KM motioned; RU seconded to approve the August 22, 2022, Monthly Meeting Minutes; motion passed.**

**2. President's Report**

**DP began the meeting by first introducing Brian Pechacek {BP) and Jeff Pizzi {JP) as they will be sharing details of the insurance response for the May hailstorm. DP reiterated how the HOA came about the settlement and the choice of Pechacek Roofing. As of current, RCCTA received a check for \$1.95 million with an additional \$0.38 million in recoverable depreciation money available once the project is completed.**

Tentatively, the **repairs are to begin in March 2023 through July 2023**, weather dependent. BP was instrumental in working with the State Farm adjustor. The first adjustors sent to the property were terminated by State Farm after concern from the BOD regarding findings.

At this time, BP will be using a Certaineed, weightier, shingle; an extended warranty will be purchased. BP has previously shingled and repaired RCCTA roofs. He is familiar with the property and the nuances of existing issues/concerns. In the meantime, he will be setting up contracts with his shingle companies regarding pricing and delivery for Spring 2023. An estimate of 30 plus truckloads will be purchased which needs to be meticulously coordinated.

There will be a detailed plan when HOA units will be repaired, what to expect, how long it will take, etc. **The plan will evolve over the winter and will be managed. This is a \$2.3 million project covering 29 buildings or 112 units.** BP is in contact with the adjustor to submit additional findings and request coverage when necessary. For example, he has taken pictures of the hail damaged gutters and is waiting on answers; the downspouts are steel and fared quite well.

**JP mentioned when they have the shingles off the roof, if homeowners want to blow in more insulation, it would be an opportune time.** In order to juggle the insulation vendor with the shingling vendor, it is highly suggested **homeowners work with JP so he can coordinate the additional steps with one single insulation vendor.** The one vendor and JP will work together; numerous vendors would impede the overall project and BP cannot be waiting on numerous, independent insulation contractors. JP is the contact person for homeowners to call to set up a 'pre-insulation review.' **Additional insulation is a homeowner expense.**

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**BP added townhome units' roofs, etc. will not be negatively affected during winter months. The integrity of the roofs will not be jeopardized** by waiting until the planned spring 2023 repairs.

After questions, DP continued with his report and a few highlights. The plan is to perform an **independent reserve study (RS) in 2023**; this will be post roof repair. As of last month, **property values were up** as noted with the numerous property sales. The BOD will **continue to focus on the aesthetics and proactive maintenance of the HOA**. The website was slightly revised, aiding in better layout for finding policies and other pertinent information.

Financial condition of RCCTA is positive news and the HOA has a healthy reserve; the Treasurer's Report will review it. Lawncare in general has improved tremendously since 2021. The **BOD has changed up Cory Rose Land Maintenance (CR) responsibilities as we were not happy with all of his services. Sav-a-Tree now is responsible for the lawn applications, five rather than four, Meadowlark (ML) is responsible for mulch** and the BOD is anticipating searching for someone else to perform weeding.

Mark, **Evergreen Irrigation (EG,) has continued updating** the system. He has been finding additional buried irrigation heads, which meant repair and also the consequential increase in water usage. Water expense for the year was high; it was necessary to get the HOA lawn back in shape. **The BOD is looking to reduce the sod replacement every year with better applications of seeding in the spring.** Sod was a large expense in 2022.

The HOA performed its first homeowner survey. We anticipated a larger sample size, but will continue publishing surveys for homeowners on concerns, needs and wants. WW will present the findings later in the meeting.

Aaron Hand, general contract (GMH,) installed motion sensor garage lighting for owners at their expense. The purpose was to offer simple motion lighting to increase their unit's security and safety. The cost was \$180.

The **BOD is still investigating the fourth leak and repair at unit 263.** The leaks have been contained to one location. The initial repair began in 2018. The last leak/repair was this year, and it was for repairing a previous repair. We spoke with City officials on potential causes. The BOD had a thorough outside electrical inspection completed by Xcel Energy. Errant electrical currents can cause copper deterioration. Nothing was found. The next step is to perform a soil test on the soil found in that area.

Finally, until we get the final numbers from our main contractors, CR, EG and insurance company's premiums, we won't know the final decision on homeowner HOA monthly fees. However, **the BOD is anticipating we will not increase dues. The final number will be calculated and owners will be notified in the upcoming months.**

### **3. Treasurer's Report**

The treasurer's report was present by RU. He reiterated we received an **insurance settlement check for \$1.95 million. This amount went into the reserve fund (RF.)** However, it will be removed as the services for the shingles are replaced. **The RF with the insurance money totals \$2,654,693; without the insurance check the RF is \$701,671.**

Upon receiving the money, it was **deposited into two separate CDs. One CD was for \$1 million for 6 months** as it will be available when repairs commence; the **other CD was also for \$1 million for 12 months** which will be available for the final payment for roof repairs. **The two CDs will pay us approximately \$30k, ending August 2023, which will allow the HOA to recoup the \$20k insurance deductible.**

Currently, the **HOA has \$334,164 in money market accounts** and, as stated, **\$701,671 in reserves** (plus the \$1,950,000 insurance check.)

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At meeting time, no dues were in arrears. All homeowners were paid to date. This allows the HOA to keep an even flow of funds coming in to pay for the service contract expenses being paid out.

As far as association dues, the **HOA must receive all large upcoming contracts for 2023. We can anticipate key contractors could experience inflationary costs. The final figures will be determined in the next few months. KM motioned; GT seconded to approve the Treasurer's report. Motion passed.**

**4. Manager's Report**

MJF presented his 2022 manager's report. He stated requests received from owners are passed on to vendors. Owners must understand **the vendors we use work for us part-time. When they receive our request, they let MJF know, and they put it on their 'to do list.'** **Not only do they have other customers, but employee, materials, etc. shortages have been frequently holding up service. GMH and EG have been swamped with requests.**

The **'waiver of liability'** was explained. MJF stated the 'waiver of liability' form, which was sent out to homeowners, was for the HOA's protection. He has communicated with **HOA attorneys and they highly suggested the HOA send out the form to and for residents.** It is an **indemnity form for the HOA's well-being to protect against lawsuits stemming from homeowners getting injured performing their own maintenance, repair and other choices.**

In other words, if a homeowner decided to clean their own dryer vent and fell off the roof or cut off an arm while trimming hedges, the 'indemnity form' helps protect the overall RCCTA's money and limits its responsibility. As noted, these tasks have been assigned to the HOA responsibility chart, not the homeowner.

**5. Old Business**

Early October, **Ron Birch, FPI Asphaltting, (FPI,) will do an onsite evaluation of the lanes and driveways** which have yet to be replaced. Phase I was completed two years ago. The BOD is looking at the potential of one or two phases in 2023, after the roofing project. As with Phase I, he will be considering best alternatives for water flow and best alternatives to minimize large ice patches. Neither can be avoided, but as a whole, he can evaluate the best alternative for the good of all the residents on the entire lane.

As noted at the beginning, an **independent RS will be performed in 2023.** The RS systematically lays out future projects, notes aging of HOA structural components (ie: lanes, roofs, etc,) estimates what we should have on hand for money, etc.

WW presented the first attempt at a **homeowner's survey.** The questionnaire was presented to owners via the web, or they could request a hardcopy from MJF. Forty-eight members participated. Numerous members spoke up saying they had a difficult time or could not open the survey. From the data, the following trends emerged:

The results will be utilized by the BOD on which way the HOA needs to focus on improving owners' satisfaction while still maintaining HOA needs and missions.

	Percent Favorable	Percent Unfavorable
Snow Removal	71	15
Lawn Care	78	15
Upkeep and Maintenance	80	13
Common and Residential Needs	64	20
Grounds and Landscaping	73	15
Lanes and Driveway Paving	57	26

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Tentatively, there will be future, additional surveys keeping in mind concerns and issues experienced in delivering the surveys to homeowners. It is important to reach all of the HOA so all can have a voice if they so choose.

**6. New Business**

**Two positions are up for election this year.** Each of the five BOD members serve three years. It is a two-one-two cycle. In 2023, two positions will be up; in 2024 one position will be up. This year, DP and KM's positions are up for election. As of the Annual Meeting, two owners submitted forms for election, DP and KM.

DP requested nominations from the floor; after three calls, no one else came forward. **KM motioned for the acclamation of electing DP and KM to the BOD of RCCTA, GT seconded; motion passed unanimously.**

**7. Homeowner Input/Open Forum**

**If an owner has changed his email, or hasn't been getting web notifications, please let MJF know so he can update pertinent information.** Also, it is important to **check your SPAM account to verify the computer is allowing MJF and Associates emails from reaching your inbox.**

If owners have shrub/plant's which need replacing, these will be noted during a spring walkaround. Typically, we have used Abrahamson's Nursery to plant new plants as they have a two-year warranty. If an owner wants to plant their own shrubs, an architectural request must be submitted to **MJF**; the approved shrub list can be found on the website.

A homeowner brought up the potential of the HOA hiring a person to weed throughout the summer. They noted that the 'weeder' could weed areas which were neglected by the owners and the HOA could bill the owners. The BOD, with consideration to the HOA as a whole, will discuss this in the upcoming months.

Audience members commented they preferred the high school annual meeting rather than the Weitkamp Park venue. However, next year a microphone is suggested so all can hear.

A few questions noted the possibility of aerating and dethatching the lawn. The BOD will add items to a future discussion list. It is unlikely we will aerate due to the irrigation at the surface. The BOD can ask for a bid on dethatching to see if the money would be well spent. There was a report of Buckthorn growing within the RCCTA or the RCC grounds. MJF will assign to a vendor if it is within the RCCTA.

Homeowners requested assistance with the dead pine trees upon entering RCC on the Hanley to West Canyon Drive. Unfortunately, RCCTA does not have jurisdiction over this area. Concerns can be sent to the overall RCC Association. Further, if owners have pothole concerns relating to the main roads (not the lanes.) those concerns should be directed to the City of Hudson as they are public streets.

**GT motioned; WW seconded to adjourn the meeting at 6:42 pm. Motion carried.**

Respectively submitted,

Karen M. Mackesey  
Red Cedar Canyon Townhouse Association, Secretary

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Annual Meeting of Members  
September 13, 2022  
Hudson High School 5 - 7 pm**

**Agenda**

1. Meeting called to order
2. Roll call of board members
3. Proof of meeting notice - certification of quorum
4. Approval of minutes - Secretary
  - a. 2021 Annual Meeting Minutes
  - b. August 22, 2022, Monthly Board of Directors Meeting Minutes
5. President's Report - President
  - a. Accomplishments for 2021-2022
  - b. Hailstorm damage report
    - i. State Farm settlement
    - ii. Brian Pechachek report out
6. Treasurer's Report - Treasurer
7. Property Management Report - Property Manager
8. Old Business
  - a. Waiver of liability form - property manager
  - b. Asphalt project
    - i. Plan going forward (phases 2 and 3)
  - c. Resident survey results - Member-at-Large
  - d.
9. New Business
  - a. Reserve study
  - b.
10. Election of Board of Directors (two positions)
  - a. Nominations filed early
  - b. Nominations from the floor
  - c. Close nominations
    - i. Candidates 2 minutes for summary
  - d. Call the vote
11. Homeowner's Input/Open Forum
12. Adjournment

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**Accomplishments for 2021-2022:**

- Reserve study secured for 2023
- Great financial condition of RCCTA
- Continued oversight by property manager and BOD on projects, vendors and money spent
- Website revised and updated; policies reviewed, updated, better organized
- Lawn care maintenance - 3 prong attack
  - o CR Land Management
  - o Sav-a-Tree
  - o Meadowlark
- Mulch policy renewed and mulch upgraded, getting better mulch
- Snow removal back on track
- Irrigation system getting back to full use - lots of water used for sod
- Sod replacement completed; CR Land Maintenance responsible for plowing damage only, but took on extra sodding at #263 and areas of winter kill
- Improved communications by property manager - monthly updates of news
- Homeowner survey to allow everyone a voice, allow for better communication and share ideas for the future of RCCTA
- Two-story units received cement work repair on original poor engineering of columns
- Outdoor motion lighting offered to residents

**On our radar:**

- Edging
- Cement work