

NOTE: These minutes need to be approved at the 2018 Red Cedar Canyon Townhouse Association annual meeting.

Red Cedar Canyon Townhouse Association

Annual Meeting Minutes

Tuesday, September 26, 2017, 7:00 p.m.

Woodland Hill Senior Living Auditorium

Meeting minutes/notes are subject to approval by the board at the next annual meeting.

6:30–7:00 p.m., Public Comment Session

Red Cedar Canyon Townhouse Association board members and Nicole Battles of Cities Management; Brent Johnson, the attorney the board works with; Rob Drew, Ben Graf, and Isaac Fox of Green Oasis; and Aaron Hansen, Nature's Touch Irrigation, were available to talk with residents about their questions and concerns.

1. Call to Order. The meeting was called to order by President Larry Williamson at 7:00 p.m.
2. Roll call of board members. Present: Larry Williamson, president; Gene Hoff, vice president; Mark Meydam, treasurer; Beth Gaede, secretary; Kerry Geurkink, member-at-large.
3. Proof of meeting notice. All members were mailed notice of the meeting at least 10 days prior to the meeting. No objections to notice. (Quorum noted: 25 members present and 13 proxies turned in, for a total of 38 owners present either in person or by proxy. Quorum requirement of 28 homeowners, 25 percent, is met.)
4. Review of 2016 minutes. Moved (Len Harvey) and seconded (Mike Keener) to dispense with the reading of the minutes. Motion approved. Moved (John Crowe) and seconded (Linda Kult) to approve the minutes of the September 29, 2016, annual meeting as written. Motion approved.
5. Reports of Officers
 - A. President's Report: Larry Williamson
 1. President Larry Williams introduced the guests who attended the public comment session.
 2. On behalf of the board, Larry extended thanks to the following:
 - The Landscape Committee (Cheryl Coots, Katrina Larsen, and Pat Henderson) for their dedication and support for the board this past year.
 - Len Harvey for his volunteer work on several projects this past year.
 - Homeowners, for their patience with the sealcoating project, which was difficult to carry out this year because of uncooperative weather.
 3. Larry reviewed the status of the plan to replace our mailboxes.
 - The overall association has assumed responsibility for mailboxes.
 - Slabs have been poured, and our association will be reimbursed for this cost.
 - Cluster box units were ordered on September 25.

- The townhouse association board will update homeowners as information is received.
4. Larry noted that in June the board approved new standards for patio fences, giving homeowners an alternative to the original design with brick pillars.

B. Treasurer's Report: Mark Meydam

1. Mark pointed out reports distributed when homeowners arrived and distributed with the annual meeting notice.
2. Review of proposed 2018 budget

Mark walked through the proposed budget, noting significant changes from prior years. In 2018, dryer vents will be cleaned (they are cleaned every three years), and new kickplates will be installed beneath patio doors. The association is responsible for repairing damage from snowplowing at the end of lanes. The board increased the line item for shrub replacement, based on the recommendation of the landscaping committee.

The board recommends increasing the reserve payment to \$136,000, reflecting findings of the reserve study that was conducted this summer. Reserves are now being funded at 100 percent, an achievement few homeowner associations can claim. At the end of this year, the fund will be about \$441,000, and at the end of 2018, it will be about \$610,000.

The operating budget is \$253,760. That amount includes an increase in our city water bill. The board decided to budget \$10,000 for contingencies—expenses that are difficult to predict. The board approved a change in our insurance company, saving the association nearly \$5000. Details about the new plan will be mailed to homeowners soon.

The dues for 2018 will be \$290 per month, a 3.57% increase over 2017. Mark walked the group through pie charts showing the distribution of operating and project expenses.

A new reserve study was conducted this summer. As reported at last year's annual meeting, the cost of replacing doors and windows is a homeowner responsibility and therefore was dropped from the reserve calculations. At the board's request, the study added installation of concrete aprons in front of garages, because asphalt in front of garages has been sinking at some homes. Concrete aprons would be widened when the driveways are replaced, with the first phase possible in 2020.

6. Report of Committees

A. Landscape Committee: Larry Williamson

1. The committee carried out the following activities in 2017:
 - Conducted a walk-through of the association and observed many problems with trees and shrubs, along with trimming issues.
 - Created a list (available on the Cities website) for homeowners to guide selection of replacement trees, shrubs, and perennials.
 - Made budget recommendations for 2018, resulting in budget increases.

2. Larry noted that irrigation lines and heads need to be marked before shrub removal or replacement to prevent damage to the system. Cities Management will contact Nature's Touch or Diggers Hotline after projects have been approved.

B. Maintenance Responsibility/Architectural Requests: Larry Williamson

1. Save-a-Tree identified 56 evergreens that have diseases or spider mites. The board has budgeted for treatment in 2018. Lower limbs of evergreens were removed, so water from the irrigation system can reach the lawn and to stop the advance of needle cast fungus.
2. Homeowners are reminded that they should contact Cities Management to obtain the proper forms for an exterior maintenance or architectural change requests. Requests are approved or denied by the board based on the association's declaration of covenants, conditions, restrictions, and easements.

C. Investment Committee: Kerry Geurkink

- The investment committee has met only a few times since last year's meeting.
- Mike Leverty, who has been advising the committee, has changed his business model, and if the association stays with him, we would pay fees of 1.25 to 1.5 percent off the top on our investments.
- The board sent a request for information about financial services to a number of area financial firms. Many firms would like to have our business. Their experience with associations varies, but none has demonstrated extensive experience. The committee will continue to discuss next steps. A decision must be made by the end of the year.
- The committee's primary object is to preserve principle.

7. Election of Directors

Two board terms are open. The board's nominating committee nominated incumbents Gene Hoff and Mark Meydam to fill new three-year terms, effective November 1, 2017. Gene Hoff and Mark Meydem accepted the nominations. Cities Management received an application from Bob Staebell by the deadline of September 25. No nominations were received from the floor. Moved (Linda Kult), seconded (Connie Draveling), and approved to close nominations. Ballots were distributed, collected, and counted. Election results were announced following discussion of new business: Mark Meydam and Gene Hoff were elected. Motion made (Len Harvey), seconded (Bob Staebell), and approved to approve this election.

8. Unfinished Business: None

9. New Business

- A. Sod will be placed around the concrete mailbox pads on September 27, weather permitting.
- B. Fall pruning will be conducted October 9. Homeowners must complete and submit a do-not-prune form by October 4 if they want to prune their own bushes.
- C. Lawns will be aerated October 19. Homeowners with invisible fences must have their fences marked by this date. Homeowners have received a notice about this project.
- D. Gutters will be cleaned the first week in November.

- E. Amur maples will be pruned late October or early November.
- F. Homeowners are encouraged to review monthly board meeting notes/minutes, which are published on the Cities Management website.

10. Homeowner Questions

- Len Harvey: Are skylights a homeowner or association expense. Answer: The board determined, with legal advice, that skylights are treated the same as windows and doors. Repair and maintenance are association responsibility; replacement is a homeowner replacement. Len: Will kickplates be replaced for all homes? Answer: Yes. Question: Why aren't the kickplates being paid for out of reserves? Answer: The original plan was to paint the kickplates, and they were not included in the reserve study. But the board will consider that possibility.
- Linda Kult (163 WCD): Can homeowners see the shrub review list prepared by the landscaping committee? Answer: The list will be placed on the website.
- Terry Shubert (177 WCD): Who should be contacted when there's a problem with ice in the winter? Answer: Cities Management or a board member. The board will be discuss ways to deal with ice more quickly.
- Donna Wicherski (169 WCD): Why was I not notified that the spruce tree in front of my house was going to be trimmed? Answer: The board is responsible for maintenance of all trees in the association.
- Gretchen Trebnick (59 DWC): Will the board take drainage into consideration when the lanes are redone? Answer: The board will investigate drainage issues.

11. Moved (Mike Keener), seconded (Pat Parmer), and approved to adjourn. The meeting adjourned at 7:55 p.m.