

NOTE: These minutes need to be approved at the 2019 Red Cedar Canyon Townhouse Association annual meeting.

Red Cedar Canyon Townhouse Association
Annual Meeting Minutes
Thursday, September 27, 2018, 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 Jesse Heinecke of Cities Management; Brent Johnson, the attorney the board works with; Meme Fehr and Heidi Robbins, Sandeen Insurance; Aaron Hanson, Nature's Touch; and Nick Fogle, Willow River Company were available to talk with residents about their questions and concerns.

7:00, Annual Meeting

- A. Call to Order. The meeting was called to order by President Larry Williamson at 7:00 p.m.
- B. Roll call of board members. Present: Larry Williamson, president; Kerry Geurkink, treasurer; Beth Gaede, secretary. Absent: Karen Cullum, member-at-large.
- C. 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: 26 members present and 14 proxies turned in, for a total of 40 owners present either in person or by proxy. Quorum requirement of 28 homeowners, 25 percent, is met.)
- D. Review of 2017 minutes. Moved (Randy Asunma) and seconded (Pat Henderson) to dispense with the reading of the minutes. Motion approved. Moved (Clemma Nash) and seconded (Connie Graveling) to approve the minutes of the September 26, 2017, annual meeting as written. Motion approved.
- E. Reports of Officers
 - A. President's Report: Larry Williamson
 - 1. President Larry Williams thanked homeowners for their support during the five years he has served as president. He found noted that he found satisfaction in fulfilling many projects, maintaining a good reserve fund, and striving for consistency in the board's decision making. He thanked homeowners for offering constructive input and encouraged them to consider serving on the board. He noted that this past year was particularly challenging for project completion, because the late spring put contractors behind, so it was often difficult to get work done in a timely manner.
 - 2. Kerry thanked Larry for his five years of hard work on behalf of the association.

B. Treasurer's Report: Kerry Geurkink

1. Kerry pointed out reports distributed when homeowners arrived and distributed with the annual meeting notice. Our checking account balance as of 8/31/2018 is \$45,291.78, and our reserve fund balance is \$563,984.36, for a total of \$609,276.24.
2. Review of proposed 2018 budget
The board is proposing dues for 2019 of \$293.00, and 2.8% increase. She walked through the categories of expenses the association covers every year. The largest expense is lawn care and snow removal, 39% of budgeted expenses.

F. Report of Committees

A. Landscape Committee: Larry Williamson

1. Larry thanked committee members Cheryl Coots and Pat Henderson and invited homeowners to consider joining the committee.
2. Larry announced a new policy regarding landscaping, adopted by the board of directors at its meeting on September 20, 2018. The association, with the guidance of the landscaping committee and approval of the board, will determine what shrubs and trees will be removed and replaced, select shrubs and trees to be planted from the landscape committee's list of recommendations, and maintain all shrubs and trees. Larry noted that for homeowners with modification plantings, they will need to mark with bright-colored tape every shrub or other planting they do *not* want trimmed during the fall clean-up.

B. Maintenance Responsibility/Architectural Requests: Larry Williamson

1. This year, all general maintenance budgeted items were entered on a sheet that includes project specifications, budget, names and contact information for bidders, the winning bid, and project schedule and completion dates.
2. Homeowners are reminded that they should contact Cities Management to obtain the proper forms for an exterior maintenance or architectural change request. 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 board has been functioning as the investment committee since the broker who had been managing our funds changed his business model. The board determined that the top investment priority for should be preservation of capital. Thus, we have moved assets from the brokerage account to money market and bank FDIC insured CD instruments.
- Large capital expenditures which would be paid for out of the reserve fund includes: replacement of house number signs at the end of the lanes, replacement of asphalt lanes and driveways and upgrades to irrigation pumps / system.
- A new account with Schwab has been opened, and the purchase of two CDs with different timeframes and maturities, will be completed soon.

7. Election of Directors

Four board terms are open: two three-year terms, one two-year term, one one-year term. Cities Management received four applications for board positions by the deadline: Cynthia

Fisher, Kerry Geurkink, John Maas, and Bob Staebell. No nominations were received from the floor. Moved (Doug Lamb), seconded (Bob Staebell), and approved to close nominations. Motion made (John Maas) and seconded (Kerry Geurkink) to elect the slate of applicants. Motion approved. John Maas, Bob Staebell, and Kerry Geurkink introduced themselves and talked about their priorities as board members. (Cynthia Fisher was not present.)

7. Unfinished Business

A. Larry announced the following projects will be completed in the coming weeks: sealcoating driveways, gutter cleaning, kickplate replacement, window and sliding-door caulking, shrub and amur maple trimming.

8. New Business

A. Effective November 1, Willow River Company will be providing lawn care and snow removal. Green Oasis will continue to provide serve through October.

B. The association will continue to work with Travelers Insurance through the Sandeen Agency. There is no change to the deductible, which stays at 10,000. Home owners are encouraged to have their personal HO6 reviewed annually by their insurance agent.

C. The board has received many requests for irrigation modification. The association has three zones and is currently maxed out for water pressure and the amount of water the city will allow the association to use. The system is aging and requiring more repairs. Right now, the board is currently declining association requests for irrigation expansion except for a planned addition in zone C in an area that has insufficient water supply to the hill bordering West Canyon Drive. Another factor in the board's decision to limit irrigation is that city water rates have increased greatly.

D. Association Neighborhood Watch: Pat Henderson

Four area associations met about a month ago in response to vandalism in the neighborhood. The Hudson Police department is eager to educate homeowners about Neighborhood Watch efforts. Interested homeowners should contact Pat.

E. Projects planned for 2019: Larry Williamson

- Garage doors and frames for 32 homes on Deerwood Court will be painted.
- Address signs and posts will be replaced, per the reserve study, with signs that do not need to be painted and posts that have a plastic sleeve over 4x4 treated wood.
- Roughly 150 shrubs will be removed.
- The board will determine how many shrubs will be replaced.

F. Homeowners are encouraged to review monthly board meeting notes/minutes, which are published on the Cities Management website.

9. Homeowner Questions

- Patti Johnson: Which units will get mulch in 2019? Larry said mulch will be replaced from 109 to 37 Deerwood Court. Trees are also being mulched. A homeowner asked whether the board has considered a permanent mulch product. The response was that we have not considered this.
- Nancy Lehman: Is there someone who can be contacted to replace smoke detector batteries? Larry said GW Handyman services, who lives in a single-family home north of our association, will replace them.

- Clemma Nash: Another one of the associations has passed a rule that no owners can rent their units. Our association currently has no renters. But in order for our association to establish such a rule, 90% of association members would have to approve it. In 2021, the threshold for changing association rules will drop to 75%. The board has been maintaining a list of potential changes to the covenants which will be considered for future votes.
- Randy Asunma: What is the board roof replacement policy? The reserve study covers roof replacement. The reserve fund is intended to pay for roof replacement when it is needed.

10. The meeting adjourned at 8:00 p.m.