

**Red Cedar Canyon Townhouse Association**  
**Executive Board Meeting: RE: Review of Existing Policies, Misc.**  
**Thursday, December 12, 2019, 10 am**  
Gretchen Trebnick Home

The executive meeting minutes are subject to review and approval by the board of directors at the next meeting.

The executive BOD meeting of the RCC Townhome Association (RCCTH) was held to review existing policies and either accept as is or make recommendations for amending the policy or passages of it. The meeting was called to order at 10 am by President Dave Preller; all board members were present (Nadine Sands, Vice President, Ronald Urhammer, Treasurer, Gretchen Trebnick, Member-at-Large, and Karen Mackesey, Secretary.)

The following agenda items were discussed:

1. Communications

Board agreed when we communicate to the membership, and when it is known, the board will have their signature block on the correspondence. If a board member is responsible for, or is the point person for a certain project, they will use only their name. We will not 'blanket sign' every communication with a board signature.

2. Ice Dam Policy

Policy is adequate as is written and as presented on the Cities Management website for homeowners. The RCC Facebook site offers a diagram on the same topic.

3. Flag Pole Policy

Policy is explicit on the website as to how (modification form) a homeowner can submit for approval. The policy details the specifics (15-foot pole, proper flag etiquette, placed near patio in mulch area, US flag.) The board agreed clarification is needed for flag size. The largest flag to be compatible with a 15-foot pole shall be no larger than 3 feet by 5 feet. The policy needs to be amended to include detail.

4. Brick Policy

Lengthy discussion on brick policy arose. Members of the board agreed the existing policy must be reviewed and amended. It was discussed and agreed that the Architectural Committee walk through and evaluate existing brick-attached fixtures in the spring. Upon their recommendation the item will be removed or remain in place. Of course, if there is any deterioration at all, the item must be removed and repairs to the exterior be made. At this time, the HOA would be responsible for the repairs. All future requests must be approved or denied by the board. Lastly, when the homeowner sells the property, all exterior-added ornamentation must be removed and areas repaired.

5. Budget Recap

Budget was reviewed by RU. There is approximately \$706,000 in reserve as of 12-12-19 and an operating balance of \$21,000. Our remaining expenses and bills incurred need to come from the reserve fund. There will be an approximate expense of \$8,000 for the remaining portion of lane signage and an \$800 bill for old sign removal by WR. Again, this will come from reserve funds.

On a side note, roof repair was noted under general maintenance, but the BOD thought it should come from the reserve account. Clarification is needed.

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It is imperative we follow the budget for the upcoming year. If something requires repair, it must be projected in the budget. Everything must be projected and planned accordingly to ensure our expenses are covered by our revenues.

6. Asphalt Project

The reserve study projected asphalt repair. The original project proposed \$634,000 for the asphalt to be repaired and upgraded. However, this amount escalated to roughly \$1.3 million after the past BOD added the potential 'ice alleviation changes' to the project. This project must be studied more carefully and the board agreed more bids must be received regardless of the depth of the project. RU said he contacted more contractors for scope review and bids. Other potential bids are still welcomed.

For the upcoming year, we agreed to hold off on the 'large asphalt' project of lane/asphalt rebuilding. The BOD, however, agreed to the driveway sealing project.

On a side comment, RU suggested everyone on the BOD obtain a copy of the reserve study as it focuses on areas of improvement and updates for future focus. On the contrary, though, future projects must be budgeted and planned; our budget drives our actions because now we have to deplete a portion of our reserve for unforeseen or unplanned projects.

7. Tree Removal, Misc.

Fall clean up was not timely and could have been better. The Landscaping Committee will stay on top of the issue in the upcoming year.

WR provided a bid for 2020 tree planting. We would receive 15 trees for \$1500. This included a design for the corner 'entrance' of DWC and WCD. It is also an area where a flag could possibly be added. Numerous trees have been lost in this area and it is a high visibility curb-appeal corner.

8. Roof Vents

The roof vents/ridge vents are completed with regards to units 65 and 67. We will be receiving a bill.

9. On Site Vendor Point of Contact Person (POC)

Discussion on the need to have a RCCTH point of contact person when vendors are on site performing work. The vendor would check in with the person; this would ensure RCCTH is being provided the service for which they are paying. For example, if the service relates to the Architecture Committee, the POC will be a designated person from the committee, etc. RU volunteered to be the POC for upcoming vendors until the process is solidified.

10. Spigot Policy

BOD reviewed the spigot policy with no need for amendments. Currently, if the work is necessary on the outside of the unit, the HOA pays. If it requires interior modifications, two-thirds of the cost is HOA and one-third is covered by the homeowner. It was suggested we obtain additional bids on repairs to ensure the best service and cost.

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11. Irrigation Maintenance

There should be no more bills for the year. Secondly, we decided not to install any barrier near the irrigation box.

12. Mulch Contract

Mulching is a large expense; approximately \$11,000 per year for 1/3 of units or about \$300 per unit. This contract must be renegotiated. Other possibilities would be to drop a large, loose mulch load and contract a separate entity to spread it. The BOD, along with the Landscape Committee knowledge, can research cost effective options for the upcoming year.

13. Investments

RU indicated one of maturing CDs was transferred to a higher bearing account. He transferred it to Royal Credit Union in Hudson. The interest is 2.78% which yields a great revenue stream. Both RU and DP, Treasurer and President, were required to open accounts at the credit union.

Secondly, the custodians for the Charles Schwab account need to be changed. Currently, the custodians are CM (Miranda James) and a former BOD member (Kerry Reis.) The new custodians will be RU and DP.

14. Upcoming Business

The monthly meeting will be at County Market, January 13, 2020, 2 pm. The financial meeting will be at County Market, January 27, 2020, 2 pm.

GT motioned to adjourn the meeting. RU seconded the motion. DP adjourned the meeting at 12:40 pm.

Respectively submitted,

Karen M. Mackesey  
Red Cedar Canyon Townhomes, Secretary