

Red Cedar Canyon Townhouse Association
Executive Board Meeting: RE: Monthly Meeting
Tuesday, May 5, 2020, 1 pm
Phone Conference

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

The executive BOD meeting of the RCC Townhome Association (RCCTH) was held via phone conference due to the COVID-19 guidelines. The 1 pm meeting was called to order by President Dave Preller (DP); board members present were as follows: Ronald Urhammer (RU,) Treasurer; Gretchen Trebnick (GT,) Member-at-Large; Nadine Sands (NS,) Vice President; Karen Mackesey (KM,) Secretary. Miranda James (MJ,) Cities Management, was present.

The following agenda topics were addressed:

1. Approval of prior Meeting Minutes

KM presented the April 20, 2020, monthly meeting minute notes for approval. DP asked for a motion to approve the minutes. RU motioned to approve the minutes; NS seconded the motion. No objections or discussion were noted. DP asked for a vote. The minutes were unanimously approved.

2. Need for a Vendor List

DP reported the current BOD needs to develop and maintain a list of vendors we can utilize for projects and daily tasks. It is imperative we keep track of competent, reliable and reasonably priced vendors so we may contact them in the future. Currently, we have an ample list of gutter clean contractors created by NS.

3. Tree Project

The current tree project, formulated by the Landscaping Committee in 2019, was discussed. Due to utility easement restrictions, the plan had to be revised. Again, the intent of the project was to replace lost trees from prior years as well as provide a symmetric balance to the WCD and DWC overall plan. Homeowners responded with suggestions for placement during the revision. It was discussed to place the trees 30 feet apart and match the trees across the street. The bid of \$5638 for 15 trees does not include removal of dying trees that were deemed to be replaced. The BOD is working closely with Erik of Willow River (WR) to establish a time frame and plan. As to date, the BOD has yet to determine if this cost is assigned to Grounds and Landscaping or the Reserve Fund.

4. Soffit Repair

GT presented a unit list to MJ of those needing soffit repair; KM will follow up with her separate list. Many of the needed repairs were generated from the Tuck Point Walk-Around done at the end of April. There will be approximately 12 units needing some type of repair. Some just require a small fix. Unit 251 was already completed by Pechacek's Roofing. Funding will perhaps come out of the Reserve Fund.

GT made a motion to repair the soffits; RU seconded the motion. Discussion about the cost revealed the repairs will probably be between \$225 to \$275; these estimates were based off of a January 2019 soffit repair. There was no more discussion. DP requested a vote. Soffit repair was unanimously approved.

5. Mulch Project

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For mulch, bids were obtained from WR and Meadowlark (ML.) WR's bid for premium cedar mulch, dated 4/28/20, was for 9,169.60 (includes taxes;) ML's bid was for \$9,241.80.

RU made a motion to purchase the mulch from WR; GT seconded the motion. It was noted during discussion that WR will credit the HOA if all mulch is not used. Also, WR did lower their bid from their original 4/3/20 bid. DP asked for a vote. All were in favor of hiring WR for the mulch project.

6. Shrub Project

The BOD needed to decide if the shrub replacement project, generated from the Landscaping Committee's year-ending 2019 list should be awarded to WR or ML. Both bids were for the same items (removing approximately 130 shrubs and replacing them with 102 bushes/shrubs.) WL's bid was \$9,636.58 and ML was \$10,862.46.

GT motioned to accept WR's bid; NS seconded the motion. The BOD discussed the difference of removal versus replacing. The reason for the greater amount being removed is due to overgrowth of vegetation that occurred over the years. DP requested a vote. The motion passed, unanimously. The budgeted expense will be charged to the Trees and Shrubs account. Further, plants which did not make the 2019 list will be added to an upcoming 2020 list during the upcoming landscaping walk-around. As a side note, the BOD stressed HOA members are needed for a formation of Landscaping Committee.

7. Gutter Cleaning Proposals

NS presented the bids she received for 2020 gutter cleaning. She obtained 5 bids ranging from \$1,400 to \$8,900. NS reviewed the companies and suggested Stayglassy for \$1,400. However, she suggested including a contract stipulation that after we inspect their work, and if there any issues, they will come back and rectify the issue at their expense.

GT motioned to approve Stayglassy to clean gutters during the fall season but before it ices and with the stipulation they will return if there are issues. RU seconded the motion. The BOD discussed shadowing the vendor during the cleaning to determine if they are removing large amounts of twigs, leaves and/or shingle debris run-off. Per NS, some issues are found near the patio side of the house which makes sense as there are more trees in that area. Eaves, as noted, will be cleaned in the fall as a HOA responsibility. If a homeowner needs additional cleaning, the homeowner is responsible for that expense. DP requested a vote. All BOD members voted to approve the Stayglassy bid.

8. Newsletter

GT reported that a RCCTA member has volunteered to produce the newsletter. Each BOD member will be supplying her with items (such as revised policies and other HOA information.)

9. Willow River Discussion

DP discussed the contract with WR. He was concerned about what they were and were not contracted to perform. The HOA requests specific projects from WR and we need to verify if these projects are indeed 'special' projects or if they are overlapping into the monthly 'assigned and contracted' work.

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We have occasionally received 'generic' invoices but the performed service is not always specific to what they did. In the future, and not only with WR, the BOD is requesting a scope of work on the bid; secondly, the invoice (if work was performed) needs to include what they specifically did. This will prevent items from not being completed and will allow for us to follow up more quickly on open items.

For 2019, WR was not able to complete the second contractual clean up during the fall. They are to complete this in the spring of 2020 in addition to their other contracted clean ups.

The Tree Trimming and Limbing project was approved and paid in December 2019. This job has yet to be rendered; the BOD needs to verify when this will be completed as the amount approved was \$5,798. The Arborvitae trimming of \$1,829.31 was never approved. Both GT and KM noted we still need to hold off (unless it poses a safety issue or is touching a house) until a walk-around is completed; we need to establish funding required. Specific tree removals were not approved in 2019, either.

DP requested MJ to contact WR so we can discuss these issues during our next meeting. MJ will request both Nick and Erik to be present. WR's contract expires at the end of October 2020.

RU questioned when the yard was to be dethatched. MJ stated her other association have not yet dethatched, either.

10. Asphalt Project

The BOD received a bid from Ron Birch of FPI Paving Contractors. Phase 1 includes asphalt paving for 46 units. Of those, five units do not need the driveway apron to be repaired. Forty-one units will be repaired during the repaving; as a result, rather than paying \$2,500 for apron repair as we did for an as-needed-basis repair, FPI will charge \$700 as they already have construction equipment in place.

FPI will not be doing an overlay as that only covers problems for a brief period and does not address drainage. The project involves class 5 gravel, regrading to provide better run-off and a basic, total teardown. Phase 1 includes lanes and driveways for 46 units. Their bid for the entire project (3 phases) was approximately \$900,000. CM Maintenance was approximately \$800,000 which was for an overlay. GT will contact FPI to set up a meeting so the BOD can understand the process and project better.

Similarly, the BOD discussed the request of a driveway revision for a townhome. It was a recommendation by a homeowner due to multiple, reoccurring safety issues. The BOD discussed how this would fit into the overall project and will take advice from Ron Birch of FPI on how to incorporate if possible.

11. Seal Coat Bids

The seal coating bids we received were for units not involved in the Phase 1 reconstruction. FPI submitted a bid for about \$16,000 (11,000 square yards of area;) CM Maintenance's bid was \$24,000.

GT made a motion to accept the FPI bid for seal coating and to contract with MJ to manage the project. NS seconded the motion. The BOD discussed the importance of the contractor performing the work during the warm summer months to help insure the adherence of product to the existing asphalt. GT

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questioned the warranty work on the 2019 seal coating work. Per MJ, last years vendor is no longer in business and there was no warranty clause in the original work. DP called for a vote. Motion passed unanimously.

12. Brick Issues

GT gave a report out on the Tuck Point project walk-around. GT, KM, Bart Trebnick and Larry Williamson reviewed the townhomes for brick, grout and other brick issues. We utilized visual aids/diagrams to note the concerns. The BOD plans to have a short-term list (those units needing repair due to the brick policy change) and a long-term list which will include other repair concerns such as grout erosion, cracks, etc. KM is currently working on a spreadsheet to summarize noted concerns which should assist vendors in supplying more accurate bids.

For the short-term list, CM Maintenance presented a bid for \$450 per day at 3 days to repair the screw holes. MJ said the work was guaranteed. The BOD chose not to approve a vendor yet as the list of the specific unit and work to be done must prioritized and compared.

From our on-site inspection, it was noted the two-story units need to have repair work on the large entryway column. We noted brick deterioration and grout erosion. GT conferenced with a neighborhood architecture on options. He stated a 'brick cap' on the top of the column base could alleviate many problems. LW agreed to take the lead on getting a proposal for repair in 2021. This unforeseen expense would occur next year and would possibly be allocated to the Reserve Fund.

13. Miscellaneous

RU noted he is still working with Marie at CM on financials. He stated the financials will be ready for a May submission.

The monthly next meeting will be held via teleconferencing at 2pm, May 18, 2020. WR will be able to participate prior to the beginning of our BOD meeting.

NS made a motion to adjourn the meeting. GT seconded the motion. There was no more discussion. All approved adjournment. DP adjourned the meeting at 3:34 pm.

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhomes, Secretary