

Red Cedar Canyon Townhouse Association
Executive Board Meeting: RE: Maintenance/Landscaping/Architectural Requests
Thursday, May 21, 2020, 12 noon
Phone Conference

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

A working executive BOD meeting of the RCC Townhome Association (RCCTH) was held via phone conference due to the COVID-19 guidelines of limited physical contact. Dave Preller (DP) started the meeting at 12 noon. 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.

The following agenda items were addressed:

- Review pending 'Maintenance, Landscaping and Architectural Requests' submitted by homeowners generated from the Cities Management website.
- Establish Landscaping List for upcoming 2020 year for future planting.
- Establish Tree Removal/Stump Grind List.
- Establish a Miscellaneous Willow River List.

Prior to reviewing the 'Requests' spreadsheet, which is a work-in-process document, the BOD discussed the importance of reviewing past practices of prior requests in order to maintain continuity and impartiality. Discussion of the necessity of inputting requests into the system as a means to track what has been submitted, to show relevant information how a determination was concluded and to note how the request was closed-out was emphasized. The system allows for the BOD to work from an official tracking system, one which is documented and provides historical reference.

Further, since the BOD is concerned with controlling our expenses as it relates to 'Requests' and other expenses, we, the BOD, elected to be the 'gate keeper' of these requests for a period of time.

1. 'Maintenance, Landscaping and Architectural Requests'

The BOD reviewed approximately 28 unanswered requests as of the meeting date. All reviewed requests were voted on using a majority vote rule, and the request was either approved, denied or stayed on-hold. The spreadsheet for these requests and outcomes is found in an attached, abbreviated spreadsheet.

At the time of meeting, there were no unanswered Architectural Requests.

2. '2020 Landscape List'

The need for a Landscaping Committee is important. Until a Committee is formed, the BOD will establish an upcoming list for 2020 for future planting, budget dependent. This will entail requests of shrubs, trees, etc. which were reviewed during this meeting, but had to be listed to a future landscaping planting project. Both a budget and plan must be created.

3. '2020 Tree Removal/Stump Grind List'

While on prior 'walk arounds' in the neighborhood, both a Tree Removal and Stump Grinding List were established. Requests were submitted by owners, also, as noted in the large spreadsheet. With this

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list, we can better provide reference so a bid can be obtained. The abbreviated list is attached to the notes.

4. 'Miscellaneous Willow River List'

The BOD discussed needed work yet to be completed by WR. These were items not added to the 2020 Landscaping or Tree Removal/Stump Grind Lists. Items noted which are needed:

- 15 newly planted trees need grounds clean up and seeding.
- 1 ginkgo tree needs ground clean up and seeding.
- 1 lawn area needs to be seeded due to rodents.

The next meeting for 'Request' determinations will be held within two weeks, if needed. KM will maintain the spreadsheet of 'Requests and Tree Removal/Stump Grinding' and GT will create the future '2020 Landscaping List' which can be used by a Landscaping Committee.

DP closed the meeting at 1:58 pm.

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhomes, Secretary