

**Red Cedar Canyon Townhouse Association**  
**Executive Board Meeting: RE: Maintenance/Landscaping/Architectural Requests**  
**Thursday, May 28, 2020, 9 am**  
Phone Conference

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

A working session of the executive BOD of the RCC Townhome Association (RCCTA) was held via phone conference. Dave Preller (DP) opened the meeting at 9 am. 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 since the last meeting.
- Review Tree Removal/Stump Grind List.
- Follow Up with Willow River's Shrub Removal/Planting Workorder (May 26<sup>th</sup> start date.)

The BOD used the same spreadsheet as last meeting but it was updated with new Requests. Again, this is a working spreadsheet so it changes on a weekly basis depending on what was submitted, what was closed out and details regarding progress. The attachment is a 'snap shot' of the large list we work from as it is much larger as it includes older, completed Requests.

As stated previously, the BOD will be reviewing Requests as a group so we can stay within our budget for the year, be cognizant of the expenses, and to maintain the standard of living as we know it.

1. 'Maintenance, Landscaping and Architectural Requests'

The BOD reviewed approximately 11 unanswered requests as of the meeting date; the prior week we reviewed 28. 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.

There were no unanswered Architectural Requests at the time of the meeting.

2. '2020 Tree Removal/Stump Grind List'

There was one dying tree added to the 'Tree Removal/Stump Grind List.' WR will be assigned this task along with the others as noted per attached list.

3. 'Willow River Shrub Removal and Planting' Information

As of the meeting date, WR was still in the process of removing and planting shrubs according to the 2019/2020 Landscape Committee's list. **It is very important that the recipients of these plants water them daily for at least 10 days to best ensure their survival.**

WR has been notified of numerous shrub plantings from last year which are either dead or dying. These plants were guaranteed for the first year. Last year's Landscape Committee conducted a walk around to those houses which received new shrubs last year. Predominately, they found Bowling Balls shrubs not surviving. WR acknowledged replacement plants will be planted; we have not yet received word on a date.

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DP suggested WR be present at our Monthly Board Meetings to do a brief report out. It would aid the BOD on pending work progress, allow for feedback and would reduce confusion as to what was done and when. WR, in turn, could comment on areas they see needing additional attention and resources.

The next meeting for 'Request' determinations will be held within two weeks, adjusted as needed. KM will maintain the spreadsheet of 'Requests, Tree Removal/Stump Grinding' and will update Miranda James, Cities Management, with the outcome of the meeting decisions for updates.

KM motioned to adjourn the meeting; GT seconded motion. No objections; all approved. The meeting concluded at 10:16 am.

Respectively submitted,

Karen M. Mackesey  
Red Cedar Canyon Townhomes, Secretary