

Red Cedar Canyon Townhouse Association
Executive Board Meeting: RE: Maintenance Requests and Misc.
Tuesday, July 28, 2020, 8:30 am
Phone Conference

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

An executive BOD meeting of the RCC Townhome Association (RCCTH) was held via phone conference due to COVID. President Dave Preller (DP) called the meeting to order at 8:32 am. Board members present were as follows: Nadine Sands (NS) Vice President; Ronald Urhammer (RU) Treasurer; Gretchen Trebnick (GT) Member-at-Large; Karen Mackesey (KM) Secretary.

The following agenda topics were addressed:

- Attorney Legal Work
- Sign Policy Update
- Current Lawn Situation
- Annual Meeting Preparation
- Review pending "Maintenance, Landscaping and Architectural Requests submitted by homeowners generated from the Cities Management website since last meeting.

1. Attorney Legal Work

DP will contact Attorney Brent Johnson to complete language changes to the covenants so we can let homeowners know what they will be voting on at the Annual Meeting. BOD unanimously agreed for DP to submit letter to BJ.

One additional clause was added to the statement that a BOD member must be an owner in RCCTA; the additional verbiage would add: a board member must be a resident of RCCTA.

Further, DP will have the attorney add the following parameters to the rental limit language found in the covenants and documents. That wording would note: there is a rental cap of 3 units out of 112; the homeowner must reside in the unit for a minimum of one year prior to renting; and, the length of rental time must be a minimum of one year.

The voting will occur during the Annual Meeting. More information will be sent out prior to the vote so every owner can review at their convenience.

2. Sign Policy Update

MJ will publish the sign policy upon completion. Currently, RCCTA covenants/documents state no signs in common area. BOD reviewed the Wisconsin State Statue (703.105) to ensure we were not impeding on its intent. The Statue made it clear a homeowner could post a sign inside their condo/townhome window. Per the Statue, it stated BODs could regulate the size. BOD unanimously agreed a 24-inch x 30-inch sign would be allowed in an owner's window, if they desired.

MJ will be assigned to notify the local realty companies that this policy will be enforced.

3. Lawn Situation

A lengthy discussion took place on the current situation of the lawns. The weeds have to be addressed and Willow River must give us a plan on how to correct the problems. We acknowledged the HOA has had set backs on the irrigation this year. One water station pump had to be replaced; another station was inoperative due to

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Xcel issues and the asphalt project set back Nature's Touch with readjustment of over 50 sprinkler heads to new heights and the need for repair on approximately 20.

Later in the day, WR and the BOD will be doing a walk-around to establish some concrete completion dates on pending requests which have been in the system too long. These include, but are not limited to, removal of tree branches, tree removals, stump grinds, straw around newly planted trees to prevent erosion, verification of shrub plants, etc.

The BOD again discussed the contractual obligations of WR to provide four fertilizer applications, with the first one in May, containing a pre-emergent to prevent the weeds. According to WR, they did apply the weed killer in May; the BOD respectively disagrees. The HOA received an email on May 18, 2020, stating no pre-emergent would be used.

Unanimously, the BOD decided to notify CM to not pay anymore monthly contract invoices to WR until they provided solid completion dates and actions. The BOD will approve the invoices on a month-by-month basis.

4. Annual Meeting Preparation

The COVID situation will be a major factor in how and where the Annual Meeting will occur. September 2020 will be a transition month from CM to our new management company, MJF and Associates (MJF.) Therefore, the month of October will be best for our Annual Meeting.

The BOD discussed tentatively setting the meeting for October 22, 2020, 6 pm. The venue has yet to be selected. At that time, the plan is to have Matt Fee on-board and introduce him to the HOA members at this meeting. Business above and beyond the typical meeting will be voting on two legal changes as discussed under the "Attorney Legal Work" section.

5. Maintenance/Architectural Requests

The BOD reviewed new 'Requests' since the last meeting, June 8, 2020, which were not yet addressed or assigned to a vendor. The attachment is a 'snap shot' of the larger list from CM. There were approximately 10 'Maintenance Requests' requiring responses. There were no pending Architectural Requests. The spreadsheet for addressed Requests is found on page 3.

August 19, 2020, 2 pm, will be the next monthly teleconference meeting. KM made a motioned and GT seconded to adjourn the meeting. Meeting adjourned at 10:12 am.

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhomes, Secretary

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ID	Date Created	Requested Type	BOD Response	Assigned to:
LISTED BELOW ARE THOSE DISCUSSED ON 7-28-2020				
1123213	07/24/2020	Common Area - Landscaping Walls - Other	DENY	n/a
1121678	07/20/2020	Common Area - Plants - Other	APPROVE	Erik, Willow River
1119846	07/15/2020	Common Area - Lawn - Other	APPROVE	Call Xcel again; if no response by 8-5-20, assign to Willow River
1119716	07/15/2020	Building Exterior - Other -	APPROVE	Willow River
1119697	07/15/2020	Common Area - Trees - Other	DENY	n/a
1118503	07/13/2020	Common Area - Lawn - Other	OWNER COMPLETED REQUEST	n/a
1117590	07/09/2020	Common Area - Plants - Other	DENY	n/a
1117588	07/09/2020	Common Area - Trees - Other	APPROVE	Erik, Willow River
1117271	07/08/2020	Building Exterior - Gutters - Downspouts	APPROVE	CM Maitenance
1114460	06/30/2020	Common Area - Lawn - Other	FPI Paving already addressed issue	FPI Paving