

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, January 17, 2023, 12 noon
Teleconference - Zoom

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

The Monthly BOD meeting of the RCC Townhouse Association (RCCTA) was held via Zoom. President Dave Preller (DP) called the meeting to order at 12:02 pm. Board members present: Dave Preller (DP,) Gretchen Trebnick (GT,) Vice President, Ronald Urhammer (RU,) Treasurer, Wayne Wisner (WW,) Member at Large and Karen Mackesey (KM,) Secretary. Property Manager Matt Fee (MJF) was in attendance. There were no homeowners present as KM posted the incorrect time on the website.

1. Approval of Meeting Minutes

KM motioned; GT seconded to approve the November 22, 2022, meeting minutes. Motion carried.

2. Agenda Approval

KM motioned; WW seconded to approve the January Agenda. Motion carried. (Agenda attached.)

3. President's Report

The BOD is currently working on publication of a **winter newsletter** to the homeowners. Such topics would be moving forward into 2023 with the water and garbage billing, common property explanations, and winter snow plowing and specifics of the contract and expectations.

Current **future projects being considered** would be the potential of additional trees and options for edging besides the current hard plastic we have currently. The current plastic edging is a continual maintenance due to it being brittle and breaking as well as the lawn pushing it up out of the ground and growing over the top.

Future considerations are being focused on gutter and downspout capacities. Also, improvements to the driveway aprons are on the agenda.

The **BOD's 2023 mission is to stay on budget and cut back on the frills. It is imperative we stay on budget and watch where inflation is headed as well as scrutinize the billings/invoices. We will be focusing on HOA specifics and needs rather than individual's specific wants. If it doesn't align with the HOA needs, the specific wants will be ranked according to the general HOA priorities which will receive the main focus.**

Lastly, for a quick reference for the management team, DP will be **initiating a spreadsheet allowing the BOD to verify reserve payments are fully met at a quick glance**, see if it is attainable during inflationary periods and rising expenses and how the present and future projects impact the balance.

4. Treasure's Report

RU began the report out with **proposed guidelines moving forward into the 2023 year**. The BOD as well as MJF discussed the guidelines at length and determined which ones would be beneficial for the HOA to adopt. The following **four guidelines were agreed upon by the team:**

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- **Investment interest income will be posted only to the investment budget.** Income generated from investments (reserve fund accounts) will not be posted in the operating budget. Operating interest income generated from, for example the operating checking account, will be posted in the operating budget when applicable.
- **The request to move money from reserve fund to operating funds and other money transfers, can only be done by the President or Treasurer and with BOD notification and awareness.**
- **The property manager still has the ability to approve workorders, etc. which are \$1000 or less without BOD approval.** This will continue the quicker turnaround time for repairs.
- **Monthly invoices will be forwarded (scanned for example) to the Treasurer.**

Due to the timing of this month's meeting, there were no financials. RU stated he will speak to those as well as next months at the February meeting.

5. Manager's Report

After comments from homeowners, MJF walked the sidewalks and notified CR Land Maintenance (CR,) who had a crew come out and improve the walks. Further, CR salted numerous lanes and other areas due to the thawing/freezing conditions. As of the meeting, CR has completed at least six saltings.

On January 18, 2023, MJF and GT will be prioritizing which of the large snowpiles need to be relocated. Many HOA complexes, as well as the City, are dealing with the excessive snow piled up. It is a lengthy and continuous battle during the winter midwestern months.

MJF stated the Reserve Study group will be walking the HOA property on February 2, 2023. At 10 am, MJF will be with them.

Evergreen's (E/G) irrigation contract was received. The contract went up slightly less than \$700. The BOD will adhere to E/G's one-a-month HOA visits. Monthly visits are in our contract. Unless there is an emergency, such as a broken irrigation line, E/G will not be coming to RCCTA for one or two sprinkler adjustments every week. The HOA gets charged a 'house call' every time he shows up outside of his contract. E/G will be working from a limited 'to do' list during his contractual visits.

The next meeting will be 12 noon, via Zoom, on February 20, 2023. Those wishing to attend need to contact MJF. GT motioned; RU seconded to adjourn the meeting. Motion passed; meeting adjourned at 1:38 pm.

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhouse Association, Secretary

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RCCTA EXECUTIVE BOARD MEETING AGENDA

Type of Meeting: Regular Monthly Board
Meeting Date: January 17, 2023
Location: Zoom
Call to Order: 12 noon

- 1.0 Call to Order
- 2.0 Roll Call
- 3.0 Approval of Previous Meeting Minutes
- 4.0 Additions and Approval of Meeting Agenda
- 5.0 Reports
 - 5.1 President's Report
 - 1. Winter Newsletter from BOD – common property, garbage and city water billing
 - 2. Future projects – brick border to replace plastic, adding more trees, gutter downspout improvements, driveway apron improvements
 - 3. Cutting back on the frills, monitoring handyman requests, tree/shrub trimming requests, weed remove, etc.
 - 5.2 Treasurer's Report
 - 1. Financial Report
 - 2. Worker's Comp Insurance Policy
 - 5.3 Manager's Report 1.
 - Report Out
 - 2.
- 6.0 Old Business
 - 6.1 Hail Storm Damage Report – State Farm/Brian Pechacek Report
 - 6.2 Asphalt Project – Plan to go forward phases 2 and 3
 - 6.3 Irrigation Contract for 2023 – Mark from Evergreen
 - 6.4 Soil Sample Update - #263
- 7.0 New Business
 - 7.1 Water Bill – future water usage, strategies to reduce
 - 7.2 Common Property Explanation – BOD statement on policy
- 8.0 Homeowner Input/Open Forum
- 9.0 Adjournment