

Red Cedar Canyon Townhome Association
Board Meeting: RE: Monthly Meeting
Monday, February 20, 2023, 12:00 pm
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 12:01 pm. Board members present: Dave Preller (DP,) Ron Urhammer (RU,) Treasurer and Karen Mackesey (KM,) were present; Gretchen Trebnick (GT,) Vice President, and Wayne Wisner (WW,) Member at Large, were absent. Property Manager Matt Fee (MJF) was in attendance. No homeowners were in attendance.

1. Approval of Meeting Minutes

KM motioned; RU seconded to approve the January 17, 2023, meeting minutes. Motion passed.

2. Agenda Approval

KM motioned; RU seconded to approve the February 2023 Agenda as written. Motion carried.

(Agenda attached.)

3. President's Report

There will be a **winter newsletter** going out to homeowners within the next few days. Topics include snow plowing, common property language, garbage and water billing, etc. General lawn care will be discussed as CR Land Maintenance (CR) will be performing the basic lawn mowing, etc.; Meadowlark will be contracted for the mulch; Sav-a-Tree will be contracted for fertilizer applications and spray weeding in the mulch areas.

Future landscaping workorders were briefly discussed. Those which were not approved or which were tabled last year, will be added to a future agenda for a decision. The BOD tabled requests in 2022 due to not having enough budgeted money for all requests. Prior requests will be physically reviewed during the April/May spring walk around.

Lastly, during 2023, the BOD will be scrutinizing requests and monitoring workorders. The HOA needs to cut back on unnecessary and non-essential requests. The approved 2023 budget must be adhered to; individual wants will be reviewed against the necessities of the HOA whole.

4. Treasurer's Report

The financial report was presented by RU. Since the December financials were not available for the December 2022 meeting, those too, are noted below:

	December 2022 Financials Reported Out on: <u>February 20, 2023</u>	January 2023 Financials Reported Out on: <u>February 20, 2023</u>
Checking Account:	\$ 11,801	\$ 39,394
Savings Account:	\$ 79	\$ 1,079
Reserve Fund (net)	\$ 727,346	\$ 739,973
Reserve Fund (gross-w/insurance \$)	\$ 2,680,645	\$ 2,672,973

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Due to First National Community Bank depositing money into incorrect RCCTA accounts, \$10k was transferred from a money market account in December to cover the errored \$5,682. The bank did correct the deposit.

Secondly, \$30k was moved from the reserve fund to allow for a larger 'cushion' in the checking account. The checking account was being run too low on a month-to-month basis; one month it would be high, and the next month, when the garbage and water invoices came in, the balance would be drastically reduced. Over the course of 12-months it would average out, but on a month-to-month basis, it would drop too low. The extremes, both incoming and outgoing, were unmanageable.

RCCTA expenses for the month were minimal; expenses noted were from contractual, budgeted expenses and were predictable; there were no large workorders. **'Pushbacks' of the January snow piles will show up in February's financials. This expense is above the contracted regular snow plowing of CR.**

Waste Management billed the HOA \$4,398 in January. Last September, they billed us \$6,700. There is no consistency in their billings.

Lastly, RRU stated one of the CDs matured and he proposed to the BOD, via an email, of **transferring \$110k and putting it in an 18-month, 4.70 percent CD. RU motioned; KM seconded to move the money to the higher bearing CD when the Goldman Sachs CD ends. Per the written conversation, of the four voting members, all approved the transaction; WW abstained due to communication technicalities.**

DP motioned; KM seconded to approve the Treasurer's Report as presented. Motion passed.

5. Manager's Report

The **Reserve Advisors stated a preliminary reserve study report will be available within the next few weeks.** In February, the advisors walked the property twice. There is a possibility they will have a final walk once the snow melts.

A **small number of homeowners are late on the monthly dues.** To ensure timely payments, automatic payments can be established.

6. Old Business

RCCTA has been in contact with Brian Pechacek Roofing (BP) monitoring needs and questions. On **February 5, 2023, BP was issued a \$500k check. On March 5, 2023, he will be issued another \$500k. BP needs 50 percent down so he can begin procuring supplies.**

The BOD was notified if we wanted FPI to start on the asphalt earlier in the summer/late spring, they are available. However, the **BOD discussed we rather have FPI come after BP completes the roofs as cranes and heavy equipment will be used on the lanes.**

Lastly, **KM motioned; RU motioned to approve the Evergreen (EG) Irrigation contract.** EG's contract notes services for: spring start up, annual Wi-Fi billing, backflow testing, June and September system review and winterization. The basic contract is \$4,716.50 per year, or approximately \$675 higher than 2022. It must be noted, EG's service rates are \$50 - \$100 per visit and labor of \$95 per hour. For

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example, if EG came out to 'tweak' five sprinkler heads (rather than waiting for the contracted monthly visits,) the HOA would be charged a 'house call' fee of \$50 to \$100 plus \$95 per hour. Avoidable expenses such as these are what the BOD is striving to minimize if not eliminate. Most work needed can be done when the contractor is on site. **Vote was called; motion passed to approve the EG contract.**

DP asked if we had any new information regarding the soil sample from the water line break at unit #263. Zappas have not responded. The BOD decided to remove the topic from further discussions.

7. New Business

To avoid major disruption in the irrigation process during the asphaltting project, it was suggested EG be given the preliminary areas where FPI will be asphaltting. Granted, it is quite a few months away, but he can begin preparing for the project.

Similarly, FPI can be given an updated irrigation map so they are aware of water lines, heads, etc.

8. Homeowner Input

There was no homeowner input.

The March 20, 2023, monthly HOA meeting will be at 12:00 pm; it will be held via Zoom. If a homeowner wants to attend, MJF is to be contacted. **KM motioned; RU seconded to adjourn the meeting. Motion passed. Meeting adjourned at 1:08 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: February 20, 2023
Location: Zoom
Call to Order: 12:00 pm

- 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
 - 2. Future projects
 - 3. Reducing unnecessary costs
 - 4.
 - 5.2 Treasurer's Report
 - 1. Financial report out
 - 2. CD update
 - 3.
 - 5.3 Manager's Report
 - 1. Updates
 - 2.
- 6.0 Old Business
 - 6.1. Hailstorm Damage Report: State Farm Settlement/Brian Pechacek Report
 - 6.2. Asphalt Project – Plan Going Forward for Phases 2 and 3
 - 6.3. Irrigation Contract
 - 6.4 Soil Sample
 - 6.5.
- 7.0 New Business
 - 7.1. Strategies to Reduce Water Usage
 - 7.2. Common Property Explanation
 - 7.3.
- 8.0 Homeowner Input/Open Forum
- 9.0 Adjournment