

**Red Cedar Canyon Townhome Association
Board Meeting: RE: Monthly Meeting
Tuesday, November 21, 2022, 2 pm
First National Community Bank, Hudson**

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

The Tuesday, November 22, 2022, Monthly BOD meeting of the RCC Townhouse Association (RCCTA) was held at the First National Community Bank. President Dave Preller (DP) called the meeting to order at 1:59 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 were present. Property Manager Matt Fee (MJF) was in attendance. No guests in attendance.

1. Approval of Meeting Minutes

KM motioned; RU seconded to approve the October 11, 2022, with no changes. Motion carried.

2. Agenda Approval

KM motioned; WW seconded to approve the November Agenda as written with the addition of the two motions which were made in the budget workshop meeting. Motion carried. *[motions will be discussed during the President's Report.]*

3. President's Report

DP reiterated the two motions discussed during the BOD budget workshop meeting to discuss and finalize numbers. **RU motioned; GT seconded to remove the property manager's position/title from the reserve money market funds; the only names to be noted on the fund are the RCCTA President and Treasurer. Motioned passed unanimously.**

DP motioned; GT seconded to ensure all subcategories are noted under the main accounts to ensure all areas are recognized (late fees, interest income, insurance income, etc.) and income generated to be classified according to the operating budget versus reserve budget ensuring correct categorization of each income and expense to the appropriate budget. Motioned passed unanimously.

The budget workshop was an excellent process; the BOD scrutinized costs, revenues and how each impacted our financial outcome and financial outlook for 2023 and beyond. In the future, the BOD will continue to revise how the budget is created by researching prior years using software for faster more efficient comparison. It should allow for more accurate budget estimates.

The BOD had numerous, lengthy meetings/discussions leading up the final budget meeting. During the final budget meeting each member presented various spreadsheets, facts, data, etc. in order to make an educated decision on the final numbers. **KM motioned; WW seconded to approve the final budget as presented. Motion carried unanimously. *[Note: homeowners will already be notified of the increase in monthly assessments, \$293 to \$300, as MJF was sending out notifications prior to the meeting notes being submitted.]***

The Reserve Study company process started. They have requested paperwork from MJF, and RU has been in contact with them.

The BOD will not be meeting in December 2022. The next HOA BOD meeting will be January 16, 2023, 2 pm via Zoom. If a homeowner wants to participate, MJF must be contacted for instructions.

**Red Cedar Canyon Townhome Association
Board Meeting: RE: Monthly Meeting
Tuesday, November 21, 2022, 2 pm
First National Community Bank, Hudson**

4. Treasurer's Report

RU present the financial report. **Noted below are the financials for November's report out:**

	October Financials Reported Out on: November 21, 2022	September Financials Reported Out on: October 11, 2022
Checking Account:	\$ (1,971)	\$ 6,694
Savings Account:	\$ 79	\$ 79
Reserve Fund (net;)	\$ 711,923	\$ 695,781
Reserve Fund (gross-w/insurance \$)	\$ 2,664,945	\$ 2,648,803

RU stated the HOA received a City of Hudson watering invoice which was extreme. **The third quarter water bill was \$15,531.** The HOA watered excessively during the drought. All of the BOD agreed we are not repeating this approach in the future. **Water expenses have been exceedingly high; we are not benefitting as a whole by keeping the grass 'PGA-green' during drought periods. Expectations must be lowered during those times.**

Future planning must include additional water ecology and methods to save water. Possible drought tolerant plants must be investigated along with perhaps a more 'natural' approach to the aesthetics of the yards.

BOD budgeted too low for water in 2022, used too much, and faced an approximate 10 percent increase. GT motioned; KM seconded to bring in Evergreen (EG) during the April BOD meeting to discuss 'what went wrong' and what can we do to better manage and prepare for future water increases. Motioned carried.

RU stressed we are running too lean each month. The increase in water and garbage services, as well as the excessive watering, further stretched funding. DP motioned; GT seconded to transfer \$30K from the reserve into the checking account to combat the extreme highs and lows. The BOD discussed alternatives to alleviate the movement of monies from savings/checking back and forth to cover expenses. We are low in checking because of the noted issues above; as well, discussion regarding sticking with budgeted projects and scrutinizing all expenses were stressed. The proposal would allow \$30K to be put into the operating funds to just cover overages. BOD stated it would be feasible if discipline was utilized in maintaining the amount. The amount would be transferred from the reserve fund money market. The vote was called. Motion approved.

Lastly, MJF will investigate whether the software for the budget and monthly reports will allow separation of the reserve budget versus operating budget. This will keep funding and expenses independent of each other and be better documented.

GT motioned; WW seconded to approve the November Financials as reported by the Treasurer. Motion carried.

**Red Cedar Canyon Townhome Association
Board Meeting: RE: Monthly Meeting
Tuesday, November 21, 2022, 2 pm
First National Community Bank, Hudson**

5. Manager's Report

MJF gave a brief manager's report; the majority of his report was already discussed during earlier discussions.

6. Old Business

A \$20K check was written to Brian Pechacek (BP) for our future 2023 roofing project. This check was the amount of the deductible the HOA had to outlay per our insurance policy. The check has not yet been processed.

GT presented a proposal by FPI Asphalt for the 2023 lane asphalt/pavement project. Ron Birch of FPI stated he would lock in the 2022 price he quoted for 2023 if signed this year. The Phase 2 Asphalt Project is approximately \$253,685 plus \$12,750 for garage apron repair on 17 units. **GT motioned; KM seconded to approve the FPI Asphalt/Pavement proposal and sign it this year. Motion carried.**

MJF received the **EG contract. It increased approximately 10 percent.** BOD reiterated the requests for EG's presence at the April meeting.

There was nothing new to report out on the soil sample. During this discussion it was stressed, **when homeowners have a pertinent and highly important problem/concern, they are not to contact a vendor on their own when it is a HOA responsibility. In other words, if it is an emergency issue and it is the HOA's responsibility, contact the property manager and not the vendor/repair company directly. If the first call to the property manager goes unanswered, call the BOD.**

7. New Business

The water usage was discussed in depth during the Treasurer's report. Again, the **BOD plans to initiate changes to the water level and water schedule for 2023. Secondly, EG will not be 'called out' for non-emergency issues. EG has 'routine' days when he services our HOA. Service calls above and beyond this cost the HOA money.**

Upon meeting with EG in 2023, the BOD will send out an agreed upon process which we will be implementing in 2023. The purpose is to reduce costs and water usage for the HOA.

8. Homeowner Input

There was no homeowner input.

The next monthly HOA meeting will be conducted via Zoom on January 16, 2023, 2 pm. If a homeowner wants to participate, contact MJF for instructions to be added to the distribution list. **KM motioned; GT seconded to adjourn the meeting. Motion passed. Meeting adjourned at 3:35 pm.**

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhome Association, Secretary

**Red Cedar Canyon Townhome Association
Board Meeting: RE: Monthly Meeting
Tuesday, November 21, 2022, 2 pm
First National Community Bank, Hudson**

RCCTA EXECUTIVE BOARD MEETING AGENDA

Type of Meeting: Regular Monthly Board
Meeting Date: November 21, 2022
Location: First National Community Bank
Call to Order: 2 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. Revised Budget for 2023
 - 2. Dates for Upcoming Meeting
 - 3.
 - 5.2 Treasurer's Report
 - 1. Financial Report Out
 - 2.
 - 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 for 2023 – Mark from Evergreen
 - 6.4. Soil Sample Update for unit 263
- 7.0 New Business
 - 7.1. Water Bill – future water usage, strategies to reduce
 - 7.2.
- 8.0 Homeowner Input/Open Forum
- 9.0 Next Meeting Date and Time
- 10.0 Adjournment