

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Minutes/Notes
Tuesday, October 20, 2015 — 6:15 p.m.
WESTconsin Credit Union — Hudson, WI

Meeting minutes/notes are subject to approval by the board at the next meeting.

I. Preliminary matters

- A. Roll call: Called to order at 6:13 p.m. Present: Larry Williamson, president; Mark Meydam, treasurer; Beth Gaede, secretary; Kerry Geurkink, member-at-large.
- B. Proof of meeting notice: Notice of meeting and agenda sent to board members in advance; no objections.
- C. Agenda adoption: Kerry proposed adding item II.D. Reinstatement of the Landscaping Committee. Agenda adopted unanimously.
- D. Approval of September 15, 2015, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

A. Treasurer's report

1. Banking

We needed to make a transfer from the business operating reserve fund, but Applegate made the withdrawal from the reserve fund. Mark will correct.

2. Invoices and transfers

Applegate had set up our payment to American Family as an ACH, and the withdrawal went through for last year's premium amount. Mark will arrange to correct that payment. Two Excel payments set up for ACH were withdrawn from the old checking account, and Mark will correct. For GreensKeepers, the interest charge is due because Applegate neglected to pay two months' bills that the board had authorized. The charge for soffit repairs was not budgeted, which is a concern, and we need to monitor such expenditures. Quality Asphalt did excellent work and even came back a day later to inspect and did further minor repairs.

3. Unit owner assessment status

More units are behind on dues this month, which might be related to the management company transition, although the amounts due vary a lot. Mark will follow up with Applegate.

4. Investment Committee

The investment committee met September 22. See attached minutes.

B. Project updates: See attached report.

C. Project discussions

1. Reserve study

Larry got a quote for work identified in the reserve study, including brick replacement; control joint repairs for front sidewalks; and power washing, caulking, and sealing brick pillars for a total of \$3,793. The quote is for planning purposes only. Eighty units need tuck-pointing, but we will not pursue that in 2016. We will revisit the plan for this work in the spring. The 2016 budget will reflect only the remaining phase of the roofing project.

2. Amur maples, pin oaks

Larry talked with a second vendor about pruning maples. Bid for \$2,669.15 includes six maples to be trimmed lightly; 27 maples to be trimmed fully; and 11 oaks. This project should not be delayed, because if the trees grow much more, a tree trimmer will need to bring in a bucket to reach them, and that will be very expensive. Kerry moved and Beth seconded that we accept this bid.

3. Box elder trees on wood line, West Canyon Drive

Larry talked with a tree trimming service and with the vet, whose property adjoins ours. The tree service agreed that we can revisit this work in the spring. It does not need to be done now.

4. Management company transition

We will try to find a Tuesday when available board members could go meet with Cities staff. Mark will talk with them on his own to address bookkeeping concerns.

5. Insurance

Mark needs to get the ACH switched from Applegate to Cities and make sure the lower cost is accounted for.

6. 2016 Budget

Kerry moved that we adopt the 2016 budget as proposed; Beth seconded the motion. Unanimously approved.

7. Salt containers

Beth moved that homeowners be notified that per association governing documents, the association is responsible only for snow removal, not ice removal. Kerry seconded the motion. Approved unanimously.

Larry will ask Nicole to write and send a communication to homeowners about this provision (as well as a suggestion that homeowners can arrange with their own contractor to manage ice), along with any additional notes about preparing for winter, such as contract provisions for plowing and shoveling snow.

8. Shrub/perennial trimming

Larry proposed that (1) the fall trimming no longer be mandatory, (2) homeowners be

required to notify Cities if they don't want trimming done *and* will do it themselves, (3) homeowners be notified what week the contract trimming will be done and that the landscaper will haul away cut-up trimmings piled in specified locations. We will revisit this topic in the spring.

D. Reinstating Landscape Committee

Kerry proposed that the landscape committee be reinstated. She will talk with Nicole about how other associations manage this matter.

III. Agenda items for next month (November)

Snow removal, legal matters update

IV. Next meeting: Tuesday, November 17, 2015, 6:15 p.m., WESTconsin Credit Union

V. Adjournment: The meeting adjourned at 8:04 p.m.

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B. Project updates

1. Meeting on October 14 with Darwin, project manager for Green/Oasis, for the fall 2015 trimming, which will take place Monday, October 19th through October 22nd, weather permitting. This does not include Amur Maples or Pin Oaks that will be trimmed in late fall.
2. New sod added to hillside off of West Canyon Drive @ a cost of \$800.00.
3. Legal matters: No update.
4. Roof valleys @ 257, 259, 261 and 263 West Canyon Drive: Flashing repair was completed by Multi Spray Systems, Inc. under warranty. Warranty agreement will be filed at Cities Management.
5. Hans Hagen Land Proposal: A quit claim deed for parcel identification number (pin) 236-2025-10-102, 0.7 acres has been transferred to our HOA association. Original quit claim deed document will be filed at Cities Management.
6. Soffit repairs: Units 99, 101, and 123 DWC; 221 and 239 WCD.
7. Volunteer: Reviewed all crack filling, patch work, and caulking on lanes, driveways, and brick walls. Job completed on 10/13/15.
8. Volunteer: Trimmed and discarded limbs that were overhanging townhouse address sign for 203, 201, 199, 197 WCD.
9. Architectural, Landscape Modification Requests: None submitted.

Minutes RCCTA Investment Committee
Sept. 22, 2015, at Mike Leverty's office

The Committee was called to order by chair, Kerry Geurkink at 6:00PM. Larry Williamson, Mark Meydam, and Mike Leverty, present.

1. Review current fund balance and Investment Policy:
 - a. Value in the portion of RCCTA reserves invested with Northwestern Mutual as of 9/21/2015 is \$224,852.27.
 - b. Allocations to bonds, equities and cash are consistent with the Investment Policy targets.
 - c. The committee agrees with Mike's recommendation to stay with the current allocations.
2. Anticipated cash flow needs for next 12 months:
 - a. Mark reported that the board expects small additional contributions to the investment fund over the next year.
 - b. Anticipated withdrawals for the third phase of the roofing project are expected to come from the WESTconsin CU account.
 - c. Projected cash flow needs specific to the roofing project in 2016 is \$168,000.
3. Reserve Study:
 - a. A new reserve study was commissioned by the board this summer.
 - b. The reserve study recommends increases to the reserve fund. Beginning with the 2017 budget, the board expects increases to the reserve fund.
4. Future meetings:
 - a. The committee agrees that at the current moderately conservative allocation and with modest increases in funding, there is not a need to meet more than twice per year. We should revisit as we develop a budget for 2017.
 - b. Mike stated that he will contact us if the portfolio begins to perform outside of the asset allocation goals set forth in the IPS. The committee can then decide if a meeting is warranted.

Meeting adjourned 6:25PM.

Respectfully submitted, Kerry Geurkink, Chair, RCCTA Investment Committee

RED CEDAR CANYON TOWNHOUSE ASSOCIATION
Treasurer's Report for September 2015
Submitted October 20, 2015

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 9/30/15		
Reported 10/20/15		
Checking account	starting balance	\$21,894.32
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$5,927.46
Business Money Market Operating Reserve	starting balance	\$13,481.06
	ending balance	\$13,483.28
Business Achieve Money Market Reserve	starting balance	\$119,497.24
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$119,862.24
Northwestern Mutual Reserve Account	starting balance	\$223,926.43
	ending balance	\$223,751.88
Business Savings	fixed	\$5.00
Total operating balance (Checking + BMM)		\$19,410.74
Total reserves (BAMM Reserve + NW Mutual Reserve + Savings)		\$343,619.12
Total all funds		<u>\$363,029.86</u>

Bills and Transfers Requiring Board Approval

1. Transfer to Reserves		\$10,316.00
2. American Family		\$2,607.25
\$31,287/12 = 2,607.25		
3. Cities Management		\$1,344.00
October Property Management		
4. GreensKeepers		\$7,314.55
October Contract	7,089.60	
Interest Charge	224.95	
5. Nature's Touch Irrigation		\$1,181.25
#6358 July Service Agreement,	485.00	
& repairs at 191, 85, 25, 263, 37, 55		
#6440 August Service Agreement	521.25	

& repairs at 241, 257, 161		
#6441 Replaced parts in D Controller	175.00	
6. Pechacek's General Contracting		\$1,087.50
#11504 Soffit repairs @ 99, 141, 239, 215	1,087.50	
7. DJ Gutters Repairs at 149		\$190.00
8. Quality Asphalt		\$6,808.00
Crack filling, heat patching per bid		
Owner Assessments		
Behind by less than \$50	1 homeowners for a total of	-\$15.00
Behind by more than \$50		
	1 homeowner owes	\$69.00
	1 homeowner owes	\$139.00
	2 homeowners owe	\$184.00
	1 homeowner owes	\$217.00
	1 homeowner owes	\$253.00
	1 homeowner owes	\$269.00
	1 homeowner owes	\$2,887.00
		-\$4,202.00
Paid Ahead	17 homeowners for a total of	\$4,586.99
Total Dues Net Balance		\$384.99

Notes:

DJ Gutters made repairs at 177 WCD in the amount of \$121.00. This will be charged to the homeowner.

Applegate made a transfer of \$10,000 from the Money Market Reserve Account to checking. This was supposed to be transferred from the Money Market Operating Reserve account instead. A correcting transfer will be made in October.

Red Cedar Canyon Townhouse Association

Reserve Fund Balance Information - September 30, 2015

Actuals until September 2015 - Estimates from October 2015 thru Dec 2015

Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-15	150,810.24	223,751.88	374,562.12	10,316.00
November-15	140,494.24	223,751.88	364,246.12	10,316.00
October-15	130,178.24	223,751.88	353,930.12	10,316.00
September-15	119,862.24	223,751.88	343,614.12	190.45
August-15	119,497.24	223,926.43	343,423.67	4,730.43
July-15	110,383.68	228,309.56	338,693.24	9,180.64
June-15	102,523.32	226,989.28	329,512.60	-72,059.72
May-15	173,119.27	228,453.05	401,572.32	-15,922.83
April-15	189,717.31	227,777.84	417,495.15	11,185.78
March-15	179,326.77	226,982.60	406,309.37	3,796.28
February-15	175,292.13	227,220.96	402,513.09	2,925.39
January-15	175,224.92	224,362.78	399,587.70	-570.39
December-14	175,150.54	225,007.55	400,158.09	9,040.35
November-14	164,763.44	226,354.30	391,117.74	1,974.39
October-14	164,382.33	224,761.02	389,143.35	11,663.73
September-14	153,999.94	223,479.68	377,479.62	9,313.87
August-14	143,624.07	224,541.68	368,165.75	2,108.93
July-14	143,566.49	222,490.33	366,056.82	-1,066.60
June-14	143,512.15	223,611.27	367,123.42	-73,597.61
May-14	217,987.48	222,733.55	440,721.03	1,346.76
April-14	217,898.34	221,475.93	439,374.27	-4,803.54
March-14	223,452.73	220,725.08	444,177.81	10,162.81
February-14	213,136.73	220,878.27	434,015.00	37,452.06
January-14	202,820.73	193,742.21	396,562.94	-15,819.51