

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Minutes/Notes
Tuesday, November 17, 2015 — 6:15 p.m.
Northwestern Mutual — 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 6:05 p.m. Present: Larry Williamson, president; Mark Meydam, treasurer; Beth Gaede, secretary; Kerry Geurkink, member-at-large. Gene Hoff, vice president, joined the meeting by phone at 6:15.
- B. Proof of meeting notice: Notice of meeting and agenda sent to board members in advance; no objections.
- C. Agenda adoption: Agenda adopted unanimously.
- D. Approval of October 20, 2015, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

A. Treasurer's report

1. Banking

Mark did not receive all the reports he needs from Cities Management. Checking account balance of \$22,725.90 was pulled for Mark by Nicole. An incorrect deposit Applegate made to the Business Money Market Operating Reserve has been corrected. The reserve account took a nice jump (close to \$4,000).

2. Invoices and transfers

Mark noted that we received a credit of \$145.17 for homeowners who are away for the winter. Mark moved and Kerry seconded a motion to delay making our reserve account payment this month, so we do not need to transfer money from the reserve account to checking. Approved unanimously.

3. Unit owner assessment status

We are about \$6000 behind on assessments, mostly because 21 homeowners have not made the transition from Applegate to Cities Management. Kerry made a motion that we ask Cities to reach out to all homeowners who are delinquent for October and November and offer to assist them in setting up their payments; (2) that the board waive delinquency fees; (3) that the board ask Cities Management to waive delinquency fees. Mark seconded the motion; approved unanimously.

4. We have a safe deposit box at WESTconsin Credit. Larry will talk to Terry Bitney and see if he knows where the keys are and what is in the box.

B. Project updates: See attached report.

C. Project discussions

1. Insurance cost coverage

Due to an oversight, the cost of liability and officers and directors insurance (total \$3347.04) was not included in the budget. Mark moved that we make a line-item adjustment in the budget for insurance. Kerry seconded the motion, which was approved unanimously.

2. Tax preparation proposal

We received proposals from HGK and Michael P. Mullen for audit and tax preparation. We have been working with HGK, and Cities has used Mullen with satisfactory results. Mark moved and Gene seconded that we award the bid for audit and tax preparation for two years to Michael Mullen.

3. Snow removal

The plowing marker stakes were put in today. Larry will be meeting on Friday with Darwin (from Greens Keepers) and the snow plowers. A new person will be overseeing them for Greens Keepers. Larry will be talking with them about plowing at the ends of lanes. He also noted that Greens Keepers has permission to move snow across Deerwood Court.

4. Christmas lights

Several board members recall that an earlier board passed a policy about when Christmas lights can be hung and turned on. Mark thinks he has a copy of the policy and will look for it.

5. Legal matters, updates

Larry received regarding a unit in foreclosure. To date, the association is owed \$6,149.45, including both overdue assessments and related legal fees.

6. Beth volunteered to be secretary for the investment committee.

III. Agenda items for next month (December 15)

Review of owners' and association responsibilities; legal matters update

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

V. Adjournment: The meeting adjourned at 7:01 p.m.

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B. Project updates

1. Reviewed townhouse sign posts: The following sign posts were damaged during weed whipping in 2015. Each post just above post wrap needs to be primed and painted next spring at no cost to our association by Greens Keepers.

West Canyon Drive: 249-251-253-255, 197-199-201-203, 149-151-153-155

Deerwood Court: 125-127-129-131, 115-113-111-109, 85-87-89-91, 73-75-77-79, 63-61-59-57, 83-85, 39-37.

2. Architectural, Landscape Modification Requests: Owner @ 127 Deerwood Court submitted request to have DirecTV dish installed on garage roof. Met with owners about where dish needs to be placed.
3. Reviewed trimming that was finished first week of November for 35 Amur maples, 11 pin oaks, and 6 miscellaneous trees.
4. Information: A Little Free Library has been donated to the RCCHA and will be installed by tennis courts/pond where the path and East Canyon come together.
5. Covers for irrigation pump stations: Covers will be installed on November 15th by G & K Handyman Service.
6. Gutter cleaning: 58 townhouse units were cleaned on November 7th by Clear Choice Cleaning Services.

RED CEDAR CANYON TOWNHOUSE ASSOCIATION
Treasurer's Report for October 2015
Submitted November 17, 2015

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 10/31/15		
Reported 11/17/15		
Checking account	starting balance	\$5,927.46
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$22,725.90
Business Money Market Operating Reserve	starting balance	\$13,483.28
	ending balance	\$3,485.38
Business Achieve Money Market Reserve	starting balance	\$119,862.24
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$129,913.55
Northwestern Mutual Reserve Account	starting balance	\$223,751.88
	ending balance	\$227,462.32
Business Savings	fixed	\$5.00
Total operating balance (Checking + BMM)		\$26,211.28
Total reserves (BAMM Reserve + NW Mutual Reserve + Savings)		\$357,380.87
Total all funds		<u>\$383,592.15</u>

Bills and Transfers Requiring Board Approval

1. Transfer to Reserves		\$10,316.00
2. American Family		\$2,886.16
3. Cities Management		\$1,344.00
November Property Management		
4. GreensKeepers		\$7,255.65
November Contract	6,920.98	
Interest Charge	224.95	
Interest Charge	109.72	
5. Advanced Disposal		\$3,747.72
October to December refuse disposal	3,791.44	
Individual Homeowners charges	101.78	
Individual Homeowner refunds	-145.17	

6. Clear Choice \$1,300.00
Gutter Cleaning – 6 units done for free

Owner Assessments

As of November 17th there are 21 homeowners behind in their dues. As a result we are short by \$9,668.00

Notes:

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

Please check to be sure you are current on your dues. There are a large number of people who are behind in their monthly payments and this is causing real difficulty in paying our current bills.

The normal payment of \$10,316 to our Reserve Account from the operating budget in October was not processed because we are behind on dues payments. We will catch this up when we have funds on hand to do so.

Note that we do receive a credit on our refuse disposal bill when homeowners notify Cities Management that they are not present during the winter months. If you are away for the winter months, please notify Cities so that they can adjust your garbage service.

Cities Management is unable to provide us the standard financial documents for the month of October. They are still transitioning financial data over from Applegate.

Safe Deposit box at Westconsin was paid for out of the Westconsin checking account. (\$37.50)

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - October 31, 2015				
Actuals until October 2015 - Estimates from November 2015 thru Dec 2015				
Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-15	150,545.55	227,462.32	378,007.87	10,316.00
November-15	140,229.55	227,462.32	367,691.87	10,316.00
October-15	129,913.55	227,462.32	357,375.87	13,761.75
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