

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Minutes/Notes
Tuesday, December 15, 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 6:16 p.m. Present: Larry Williamson, president; Gene Hoff, vice president; Mark Meydam, treasurer; Beth Gaede, secretary; Kerry Geurkink, member-at-large; guest Nicole Battles, Cities Management.
- B. Proof of meeting notice: Notice of meeting and agenda sent to board members in advance; no objections.
- C. Agenda adoption: Agenda reviewed and adopted unanimously.
- D. Approval of November 17, 2015, minutes/notes: Minutes/Notes were previously approved via email and posted on the website.

II. Agenda items

A. Treasurer's report

1. Banking

Mark pointed out that the checking account balance includes money at both WESTconsin Credit union and Cities Management's bank. In mid-November, we had a withdrawal from the WESTconsin account, but we do want to close it. Both October and November reserve payments were not made.

2. Invoices and transfers

If possible, we want to transfer the reserve funds to the account by the end of the year. The auditor will object if we don't make the payment. Nicole is working with GreensKeepers to the sales tax charge for snow plowing, which by state law we should not pay. Moved, seconded, and approve to pay GreensKeepers invoices when they come in. (GreensKeepers is very strict about their 30-day payment requirement.) Moved, second, and approved to pay all bills as listed in the treasurer's report.

3. Unit owner assessment status

Only three homeowners appear to be truly delinquent, and the figure in the treasurer's report is too high. Cities has started sending late-fee notices to get homeowners' attention. If homeowners call and say they've been having trouble with the Cities system, Cities will help them get set up, and the fee will be waived.

B. Project updates: See attached report.

C. Project discussions

- 1. Red Cedar Canyon Townhouse Association owners' and association's responsibilities
Board discussed covenants and maintenance schedule.

2. Question-and-answer session with Nicole Battles, Cities Management
 - a. *When will homeowner directories be sent out?* Directories will be sent out immediately. Homeowners will be referred to the website for updates. This will be the last year directories will be printed for all homeowners.
 - b. *How can board members be notified when homes are sold?* Nicole can recognize a new homeowner only when she receives the warranty deed or other official document for the homeowner.
 - c. *When are new homeowner packets sent out?* Within five days of when Cities receives the warranty deed.
 - d. *What does the packet include?* The welcome packet from Cities Management contains general information about Cities Management as well as information about how homeowners should pay their dues.
 - e. *When you send out a broadcast e-mail, how do you contact owners who do not have computers?* Annual meeting information is required by law to be sent US mail. Other mail is sent according to preferences homeowners indicate when they register on the Cities website.
 - f. *Who fills in when you are away from the office?* As of today, Jesse will be covering for managers when they are on vacation. (Larry noted that Jesse needs to be told that e-mails with “Action Required” in the subject line need to be reviewed and addressed right away.)
 - g. *How quickly can homeowners expect a response to their e-mails?* Nicole tries to answer e-mails within 24 hours, unless it’s clear that action is required sooner.
 - h. *Do you have from Applegate the necessary information about contractors we have used? If not, would it be useful to have that information before contractors are employed?* Nicole has information from all the regular vendors. Many documents are good for only a year, so new information must be submitted.
 - i. *The board’s goal is to find contractor for our association and Cities Management who maintain excellent communication and who meet the following criteria: dependability, responsibility, experience/knowledge/price, commitment to relationship.*
 - j. *Do you contact contractors that don’t receive bids?* Nicole does contact all bidders.
3. RCCTA safety deposit box

Larry checked the contents of the safety deposit box at WESTconsin Credit Union. It contains four certificates of deposit. Mark will look at the certificates and determine if they are still active. He will report back in January.
4. Audit and taxes

Mark will send Larry the documents he needs to sign for our new tax and audit firm.
5. Other

Larry signed off on the third phase of the roof-replacement project, which came in at the amount we budgeted.

III. Agenda items for next month (January 19, 2016)

Review of owners' and association responsibilities; safety deposit box; legal matters update

IV. Next meeting: Tuesday, January 19, 2016, 6:15 p.m., WESTconsin Credit Union

V. Adjournment: The meeting adjourned at 8:27 p.m.

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B. Project updates

1. A framing foreman from Hans Hagen will be on site 12/10/2015 @ 231 WCD to inspect the framing/roof trusses.
2. Legal matters: No update.

RED CEDAR CANYON TOWNHOUSE ASSOCIATION
Treasurer's Report for November 2015
Submitted December 15, 2015

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 11/30/15		
Reported 12/15/15		
Checking account	starting balance	\$22,725.90
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$13,054.73
Business Money Market Operating Reserve	starting balance	\$3,485.38
	ending balance	\$3,485.67
Business Achieve Money Market Reserve	starting balance	\$129,913.55
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$129,966.94
Northwestern Mutual Reserve Account	starting balance	\$227,462.32
	ending balance	\$227,333.92
Business Savings	fixed	\$5.00
Total operating balance (Checking + BMM)		\$16,540.40
Total reserves (BAMM Reserve + NW Mutual Reserve + Savings)		\$357,305.86
Total all funds		<u>\$373,846.26</u>

Bills and Transfers Requiring Board Approval

1.	Transfer to Reserves	\$10,316.00
2.	American Family	\$2,886.16
3.	Cities Management	\$1,487.11
	December Property Management	\$1,344.00
	Printing and Postage	\$143.11
4.	GreensKeepers	\$6,920.98
	November Contract	6,920.98
5.	Nature's Touch	\$1,372.50
	Special program for 47 DWC sod	32.50
	Replace damaged sprinkler heads	80.00
	Service October, winterization, etc	1,000.00
	September service agreement	260.00

Owner Assessments

Delinquencies receivable at the end of November totaled \$2,145.01.

Notes:

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 and November (\$20,632.00 total) was not processed because we are behind on dues payments.

We will catch this up when we have funds on hand to do

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - November 30, 2015				
Actuals until November 2015 - Estimates for Dec 2015				
Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-15	140,282.94	227,333.92	367,616.86	10,316.00
November-15	129,966.94	227,333.92	357,300.86	-75.01
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

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