

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Minutes/Notes
Tuesday, February 16, 2016— 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 6:21 p.m. Present: Larry Williamson, president; Mark Meydam, treasurer; Kerry Geurkink, member-at-large. Gene Hoff, vice president, joined the meeting by phone at 6:15. Nicole Battles, Cities Management, joined the meeting at 6:30. Beth Gaede, secretary, absent.
- 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 January 19, 2015, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

- A. Treasurer's report
 - 1. Banking
Mark provided the Treasurer's Report, accompanying minutes.
 - 2. Bills and transfers
Motion to approve payment for expenses 1-4 detailed in Treasurer's Report.
Approved unanimously.
 - 3. Advanced Disposal bill
Some discussion regarding this bill. We pay quarterly, in advance, and are paid through March. The detail in the current bill does not take account lower expenses for homeowners who are away for the winter. Nicole stated that she maintains a spreadsheet to detail the reductions that should occur for the second quarter billing but it is a challenge to maintain this accurately as Cities does not always know when homeowners are away. An additional challenge is that Advanced Disposal has increased prices and has done so without prior notice. We will continue to monitor this expense in our budgeting process.
 - 4. Unit owner assessment status
We are \$8,396 behind on assessments. Homeowners are encouraged to become current on dues. Cities will reach out directly to those with delinquent payments.
- B. Project updates: 17 fire hydrants cleared of snow, per Greens Keepers contract.

C. Project discussions

1. Snow piles

Larry reported that four are very close to the lanes. With expected warm weather this weekend, we agreed to hold off on any action for now.

2. Legal matters

Nothing new to report.

3. Safe Deposit Box at WESTconsin CU

Mark reported that the safe deposit box at WESTconsin Credit contained four cancelled Certificates of Deposit from prior years. All important documents are maintained at either Cities or at Northwestern Mutual. Annual cost for the box is \$35. Motion to terminate use of safe deposit box. Approved unanimously.

4. Audit

In process with Michael Mullen.

5. Political lawn signs

Some discussion on whether or not guidelines were needed. Nicole advised that Wisconsin law allows for signage. Some associations ask that homeowners limit displays to areas that are not common grounds. This topic was set aside as not a priority.

6. Notification of homeowners leaving during winter months

The board agreed that it would be great if there was a process similar to a USPS mail hold that allowed Cities Management to know if owners were leaving for an extended period of time. Homeowners are encouraged to call Cities to notify them when leaving and returning.

7. Directory

Homeowners are accustomed to a paper directory, published and distributed annually. The current online directory does not contain the information that was in this previous document. Nicole helped the board to understand that due to privacy concerns, the current directory only has the names of a small number of homeowners many did not "opt in" to share their names, phone numbers and email addresses. Action: Nicole agreed to send out a broadcast communication to encourage homeowners to voluntarily provide this information in the directory. If the association receives a large response, the board will consider publishing this in a paper form and mailing again.

8. Review of Homeowners & Association Responsibilities

In order to provide Cities Management with a streamlined method for processing service requests, we are completing a detailed checklist of owner & association

responsibilities. Nicole agreed to work on a proposed chart for consideration at the April board meeting.

III. Potential agenda items for next month:

- Roofing project
- Mailboxes
- Legal Matters
- Repairs on exterior faucets
- Revitalizing the landscape committee
- Audit

IV. Next meeting: Tuesday, March 16 at 6:15 PM, Northwestern Mutual building

V. Adjournment: The meeting adjourned at 8:25 PM.

RED CEDAR CANYON TOWNHOUSE ASSOCIATION
Treasurer's Report for January 2016
Submitted February 16, 2016

| RED CEDAR CANYON TOWNHOUSE ASSOCIATION | | |
|---|------------------|---------------------|
| Banking Report as of 1/31/16 | | |
| Reported 2/16/2016 | | |
| Checking account (Westconsin and Cities Mgt) | starting balance | \$3,525.37 |
| inc. deposits, checks, etc. not cleared or written after end of month | ending balance | \$18,810.30 |
| Business Money Market Operating Reserve (Westconsin) | starting balance | \$3,485.67 |
| | ending balance | \$3,486.71 |
| Reserve Savings account (Cities Mgt) | starting balance | \$20,632.00 |
| | ending balance | \$31,636.47 |
| Business Achieve Money Market Reserve (Westconsin) | starting balance | \$130,022.13 |
| | ending balance | \$130,093.91 |
| Northwestern Mutual Reserve Account | starting balance | \$225,236.30 |
| | ending balance | \$222,972.70 |
| Business Savings (Westconsin) | fixed | \$5.00 |
| Total operating balance (Checking + BMM) | | \$22,297.01 |
| Total reserves (BAMM Reserve + NW Mutual Reserve + Savings) | | \$384,708.08 |
| Total all funds | | \$407,005.09 |

Bills and Transfers Requiring Board Approval

| | | |
|---|------------|-------------|
| 1. Transfer to Reserves | | \$11,004.00 |
| Increased amount per the 2016 budget | | |
| 2. American Family | | \$2,886.16 |
| 3. Cities Management | | \$1,344.00 |
| December Property Management | \$1,344.00 | |
| 4. GreensKeepers | | \$6,920.98 |
| December Contract | 6,920.98 | |
| 5. Advanced Disposal | | \$3,500.81 |
| Jan – March Trash (approved via board email) | | |
| 6. City of Hudson | | \$1,846.41 |
| Oct – Jan water bill (approved via board email) | | |

Owner Assessments

As of 1/15/2016 there are 19 property owners who are behind in their payments to the association. The total amount owed to the association is \$8,396.00. This is broken down as follows:

| | |
|--------------------------|----------------|
| Less than 30 days late = | \$3,707.00 |
| Over 30 days late = | \$983.00 |
| Over 60 days late = | \$690.00 |
| Over 90 days late = | \$3,016.00 |
| Total | \$8,396.00 |

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 transfer to reserve payment for January 2016 was completed. This leaves us being behind by only the December 2015 payment of \$10,316.00. We have sufficient funds to make this payment in February of 2016 along with the budgeted payment for Feb 2016. This will catch us up to even on required contributions to the reserve fund.

| Red Cedar Canyon Townhouse Association | | | | |
|---|------------------------------|----------------------------|------------|-------------------------------|
| Reserve Fund Balance Information - January 31, 2016 | | | | |
| Actuals until Jan 2016 Projections thru Dec 16 | | | | |
| | | | | |
| Month | Reserve Money Market Acct | Reserve Investment Acct | Total | Change from previous month |
| December-16 | 114,672.38 | 222,972.70 | 337,645.08 | 11,004.00 |
| November-16 | 103,668.38 | 222,972.70 | 326,641.08 | 11,004.00 |
| October-16 | 92,664.38 | 222,972.70 | 315,637.08 | 11,004.00 |
| September-16 | 81,660.38 | 222,972.70 | 304,633.08 | 11,004.00 |
| August-16 | 70,656.38 | 222,972.70 | 293,629.08 | 11,004.00 |
| July-16 | 59,652.38 | 222,972.70 | 282,625.08 | 11,004.00 |
| June-16 | 48,648.38 | 222,972.70 | 271,621.08 | -157,098.00 |
| May-16 | 205,746.38 | 222,972.70 | 428,719.08 | 11,004.00 |
| April-16 | 194,742.38 | 222,972.70 | 417,715.08 | 11,004.00 |
| March-16 | 183,738.38 | 222,972.70 | 406,711.08 | 11,004.00 |
| February-16 | 172,734.38 | 222,972.70 | 395,707.08 | 11,004.00 |
| January-16 | 161,730.38 | 222,972.70 | 384,703.08 | 8,812.65 |
| December-15 | 150,654.13 | 225,236.30 | 375,890.43 | 18,589.57 |
| 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 |