

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Minutes/Notes
Tuesday, March 15, 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 6:15 p.m. Present: Present: Larry Williamson, president; Gene Hoff, vice president; Mark Meydam, treasurer; Beth Gaede, secretary; Kerry Geurkink, member-at-large; guests, Marilee Anderson (85 DWC) and Patricia Henderson (87 DWC).
- 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 February 16, 2016, minutes/notes: Minutes/notes were previously approved via email and posted on website.

II. Agenda items

Discussion with Marilee Anderson and Patricia Henderson: Maralee, with Patricia's support, asked for permission to leave white lights up in the trees near her property. The group had an extended discussion about the association's covenants, the board's responsibility is to enforce its policies, and the board's authority to grant exceptions. Maralee will submit an architectural and landscape alteration form for the board to discuss at next month's meeting.

A. Treasurer's report

1. Banking

The transfer to reserves we planned to do in February did not happen, so the checking account balance is high. Mark will make sure the transfer occurs this month.

2. Invoices and transfers

GreensKeepers tried to bill us for shoveling snow around the fire hydrants, but that shoveling is part of our contract with them, and they withdrew the invoice. Collection charges will be billed back to the individual homeowners involved. The notes indicate reserve payments need to be made for December, February, and March. Moved, seconded, and passed to pay all bills and transfers as indicated in the treasurer's report.

3. Unit owner assessment status

Last month, 19 homeowners were in arrears on dues, and now only nine are, so we are making progress.

B. Project updates: None at this time

C. Project Discussions

1. Roof replacement

Larry wrote up notes for all homeowners' whose roofs will be replaced this summer, and the notes will be broadcast to all homeowners by Cities Management. Cities will be responsible only for communicating with homeowners, not for managing the project. This distinction will be clarified with Nicole.

Larry has been talking with Brian Pechacek about the contract. Brian would like to put bundles of shingles on roofs, rather than on the ground. The board agreed he could put them on up to three units at a time, so no home would have shingles on the roof for more than three weeks.

The association needs to pay Pechacek 20% of the total (\$33,327.76) by April 1. Mark will look into having a cashier's check cut from the WestConsin Credit account. Another 20% will be due when the project is half done, and the balance will be paid at the end.

2. Mailboxes

Larry met with the RCC Homeowners Association (aka, "overall association") president about mailboxes throughout the development. Larry met with the Hudson postmaster and will talk with him further. The RCCHA would like to see mailboxes addressed throughout the association. Larry identified all the items for which we need costs to compare maintaining the current boxes vs. replacing them with banks of boxes, so we can conduct a cost-benefit analysis. Larry said he will get the numbers, and Kerry will run the analysis.

3. Spring/summer walk-through dates and publicity

Larry would like three or four people to assist with the walk-through.

4. Legal matters

The foreclosure is moving toward resolution.

5. Repairs on exterior faucets

Moved, seconded, and approved that Larry work with Nicole to draft a policy and to authorize up to \$150 for review by Cities' legal staff.

6. Revitalizing the landscape committee

Kerry will review a proposal she made a few months ago and give the board more information next month.

7. Maintenance responsibility chart

Board members will review the chart before next month's meeting and be prepared to discuss and approve it. Mark encouraged board members to look at the reserve study, because it offers details about expenses expected to be covered by the association.

8. WestConsin Credit accounts

Mark asked whether we want to keep our accounts with WestConsin Credit. Kerry indicated that from the investment standpoint, the association has kept one years' expenses in a cash account. She suggested that if Cities allows electronic transfer, it might make sense to put more of our money there. We will put this on the agenda for next month.

9. Safe deposit box

The safe deposit box is empty, and Mark has both keys, so he will close the box.

III. Potential items for next month (April 19, 2016): Legal matters, irrigation covers/start-up date, spring walk-thru issues, painting, where to put our money, exterior faucets, responsibility chart, exterior lights

IV. Next meeting date: Tuesday, April 19, 6:15 pm, at Northwestern Mutual Union Community Room.

V. Adjournment Meeting adjourned at 7:33 p.m.

RED CEDAR CANYON TOWNHOUSE ASSOCIATION
Treasurer's Report for February 2016
Submitted March 15, 2016

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 2/29/16		
Reported 3/15/2016		
Checking account (Westconsin and Cities Mgt)	starting balance	\$18,810.30
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$32,019.12
Business Money Market Operating Reserve (Westconsin)	starting balance	\$3,486.71
	ending balance	\$3,487.40
Reserve Savings account (Cities Mgt)	starting balance	\$31,636.47
	ending balance	\$31,664.19
Business Achieve Money Market Reserve (Westconsin)	starting balance	\$130,093.91
	ending balance	\$130,160.91
Northwestern Mutual Reserve Account	starting balance	\$222,972.70
	ending balance	\$222,678.64
Business Savings (Westconsin)	fixed	\$5.00
Total operating balance (Checking + BMM)		\$35,506.52
Total reserves (BAMM Reserve + NW Mutual Reserve + Savings)		\$384,508.74
Total all funds		\$420,015.26

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
February Property Management	\$1,344.00	
4. GreensKeepers		\$6,920.98
February Contract	6,920.98	
5. Lommen Abdo		\$397.00
Collection charges that will be billed back to homeowners.		

Owner Assessments

As of 3/15/2016 there are 9 property owners who are behind in their payments to the association. The total amount owed to the association is \$7,839.00. This is broken down as follows:

Less than 30 days late =	\$2,770.00
Over 30 days late =	\$583.00
Over 60 days late =	\$408.00
Over 90 days late =	\$4,068.00
 Total	 \$7,839.00

Notes:

Please check to be sure you are current on your dues. There are a number of people who are behind in their monthly payments.

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 March of 2016 along with the budgeted payment for Feb 2016 and March 2016. This will catch us up to even on required contributions to the reserve fund.

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - February 29, 2016				
Actuals until March 2016 Projections thru Dec 16				
Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-16	103,763.10	222,678.64	326,441.74	11,004.00
November-16	92,759.10	222,678.64	315,437.74	11,004.00
October-16	81,755.10	222,678.64	304,433.74	11,004.00
September-16	70,751.10	222,678.64	293,429.74	11,004.00
August-16	59,747.10	222,678.64	282,425.74	11,004.00
July-16	48,743.10	222,678.64	271,421.74	11,004.00
June-16	37,739.10	222,678.64	260,417.74	-157,098.00
May-16	194,837.10	222,678.64	417,515.74	11,004.00
April-16	183,833.10	222,678.64	406,511.74	11,004.00
March-16	172,829.10	222,678.64	395,507.74	11,004.00
February-16	161,825.10	222,678.64	384,503.74	-199.34
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