

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Minutes/Notes  
Tuesday, April 19, 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 6:13 p.m. Present: Larry Williamson, president; Gene Hoff, vice 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: Agenda was reviewed, and three items were added:
  - 9. GreensKeepers winter repair
  - 10. Request to install solar tube
  - 11. Landscaping requests, 87 DWCThe revised agenda was adopted unanimously.
- D. Approval of March 16, 2016, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

- A. Treasurer's report
  - 1. Banking  
Our Northwestern Mutual reserve account went up significantly as the stock market recovered.
  - 2. Invoices and transfers  
Mark received no invoices from Cities Management, so only the standing invoices were presented for approval. Moved, seconded, and approved to pay the invoices listed on the treasurer's report.
  - 3. Unit owner assessment status  
A few people are still behind in their dues. Last month, nine owners were in arrears. Two owners have received collection notices.
  - 4. Transfer of reserve funds  
We are caught up on our payments.

Mark moved that he be authorized to move the Business Achieve Money Market Fund balance of \$133,000 at WESTconsin Credit to our account at Cities Management, so payment for the roof project can be run through Cities' books for year-end budget reporting. Seconded and approved.

Kerry moved that we close out remaining accounts at WESTconsin Credit and move the money to our account at Cities Management. Motion seconded and approved.

Mark noted that we have now received financial reports, including checking account statements, from Cities Management. Reports can be viewed by the board.

B. Project updates: See attached report.

Larry referred to the report he compiled from the walk-through on April 9. Most of the issues noted are not urgent.

C. Project discussions

1. Exterior painting

Larry got two quotes for painting twelve pillars on the two-story (Milan) units. He met with both companies, and they looked at all the pillars to determine exactly what is needed. We budgeted \$3,700 based on bids a year ago. Motion made, seconded, and approved to accept the bid from Best Painting for \$1,350.

2. Exterior faucets

Five units are waiting for repairs to outside faucets. (Kerry abstained from discussion, because her unit is one of the five needing repair.) Larry researched the availability of replacement faucets (the originals are no longer made) and companies to do the installation. He requested discounts for multiple installations. Moved, seconded, and approved to accept the bid from Benjamin Franklin to repair five faucets at \$195 each.

3. Maintenance responsibility chart

Beth moved, Kerry seconded, and the board approved a motion to have Brent review the maintenance/replacement responsibility chart to ensure the chart matches the association covenants.

4. Legal matters

Regarding the home that has been in foreclosure, St. Croix County court ruled in our favor, the foreclosure subject to a six-month redemption period.

5. Irrigation

GreensKeepers will pay for irrigation heads broken by their crews. Aaron has been onsite starting the service for the season.

6. New Richmond Tree Service

Four homeowners (87 DWC, 95 DWC, 191 WCD, 207 WCD) have requested maples be removed, because roots are reaching toward patios. Removal (including stumps) by New Richmond Tree Service would be \$1,281.82 and would be covered by the tree-trimming budget. The question was raised about whether these trees present the greatest issues. These requests will be forwarded to the Landscaping Committee (see agenda item II.C.8) and revisited by the board next month.

7. Exterior lighting  
Lights have been removed from trees and gutters from all but one home. Moved, seconded, and approved to ask the Landscaping Committee (see agenda item II.C.8) to develop a policy for lights by September 1, 2016.
  8. Architectural/landscape committee  
Cheryl Coots and Pat Henderson volunteered to serve on a committee. Cheryl offered to chair the committee, and Kerry would be liaison between the board and the committee. They indicated they do not want to deal with true “architectural” matters, so the group will be referred to as the Landscaping Committee. The board agreed that reestablishing this committee would be helpful. The board also clarified that the committee does not have authority to make policy, spend money, or sign contracts. They will work with Nicole to obtain bids for proposed projects, so their work follows Cities’ usual processes.
  9. GreensKeepers quoted \$2,041.12 for repair to lawns damaged by plowing. Nicole will talk to GreensKeepers about a provision in their contract that indicates lawn repair will be done at no charge to the association.
  10. Request to install solar tube at 87 DWC: Moved, seconded, and approved to accept this request, with the condition that the homeowner sign an architecture change waiver of responsibility.
  11. Landscaping requests, 177 DWC: Homeowner asked to remove several bushes and replace them with grasses. Moved, seconded, and approved to accept this request.
- III. Agenda items for next month (May): legal matters, mulch, painting garage doors/trim, roof project, tree removal/replacement, Comcast fiber optic installation, other items as needed
  - IV. Next meeting: Tuesday, May 17, 2016, 6:15 p.m., Northwestern Mutual Union Community Room
  - V. Adjournment: The meeting adjourned at 8:45 p.m.

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B. Project Updates

1. Roof repair: Shingles/material was placed on roofs at 69, 71, 73, and 75 DWC on April 5. Project start date was April 11.
2. GreensKeepers meeting March 22 with Dave Johnson and Nathan Hintz, managers. Review of winter/summer specifications. Townhouse sign posts damaged from weed whipping last summer will be primed and painted at GreensKeepers cost.
3. GreensKeepers meeting April 5 with Darwin Novek, manager. Identified plowing damage at end and edges of the lanes. No down spouts or garage doors damaged. First lane south of townhouse 249 WCD, a small amount of black top needs repair, with the cost to GreensKeepers. Spring cleaning has been completed.
4. Reviewed and received two bids for vole damaged at eight units: 109, 125 DWC; and 163, 185, 207, 217, 261 WCD. The areas will be treated for three months.
5. Noted broken Comcast electrical container north side of lane at 157 WCD, caused by winter plowing. Comcast has been notified.
6. Spring/summer walk-thought inspection Saturday, April 9. The following issues were noted:
  - a. Mail box repairs: 43 issues
  - b. Soffit openings: 8 issues
  - c. Sidewalk creaks: 2 issues
  - d. Christmas lights: 5 issues
  - e. Dog damage: 7 issues
  - f. Door entrance trim: 5 issues
  - g. Board under patio door/exterior: 8 issues
  - h. Salt bins/garbage containers outside of garage: 22 issues
  - i. Garage doors/trim deterioration: 57 issues
  - j. Iron fence/deterioration: 13 issues
  - k. Miscellaneous notes: 25 items

*Note:* To the three volunteers—Pat Henderson, Terry Schubert, Bob Staebell: A large thanks from our board for their time!

7. Update about past leaking in master bath vents  
The leaking is due to condensation build-up in the pipes during below-freezing temperatures only when using the shower. The lid freezes shut, the water condensation in the pipe in the attic area freezes, and as the condensation/warm air travels up the pipes, the freezing continues.  
Leaking is not the responsibility of the builder nor due to roof leaks. This was

determined in March 2009 by a construction expert. Hans Hagen Homes did follow the building requirements, and thus leaking becomes a homeowner responsibility.

The R-value of the pipes is R-4.2. To prevent this problem, pipes should be insulated to R-12. Nicole at Cities Management will have on file two diagrams illustrating how to proceed to prevent future vent leaks. Please contact her with any issues.

**RED CEDAR CANYON TOWNHOUSE ASSOCIATION**  
**Treasurer's Report for March 2016**  
Submitted April 19, 2016

<b>RED CEDAR CANYON TOWNHOUSE ASSOCIATION</b>		
<b>Banking Report as of 3/31/16</b>		
<b>Reported 4/19/2016</b>		
Checking account (Westconsin and Cities Mgt)	starting balance	\$32,019.12
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$20,293.94
Business Money Market Operating Reserve (Westconsin)	starting balance	\$3,487.40
	ending balance	\$3,488.14
Reserve Savings account (Cities Mgt)	starting balance	\$34,664.19
	ending balance	\$30,663.59
Business Achieve Money Market Reserve (Westconsin)	starting balance	\$130,160.91
	ending balance	\$130,232.57
Northwestern Mutual Reserve Account	starting balance	\$222,678.64
	ending balance	\$227,600.30
Business Savings (Westconsin)	fixed	\$5.00
Total operating balance (Checking + BMM)		\$23,782.08
Total reserves (BAMM Reserve + NW Mutual Reserve + Savings)		\$388,501.46
<b>Total all funds</b>		<b>\$412,283.54</b>

**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
March Property Management	\$1,344.00	
4. GreensKeepers		\$6,920.98
March Contract	6,920.98	

## **Owner Assessments**

As of 4/19/2016 there are 10 property owners who are behind in their payments to the association. The total amount owed to the association is \$8,289.00. This is broken down as follows:

Less than 30 days late =	\$2,821.00
Over 30 days late =	\$693.00
Over 60 days late =	\$427.00
Over 90 days late =	\$4,348.00
 Total	 \$8,289.00

### **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 December 2015 payment of \$10,316.00 was completed. Also payments of the Feb 2016 and March 2016 reserve payments were made. We are now current on our contributions to the reserve fund.

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - March 19, 2016				
Actuals until March 2016 Projections thru Dec 16				
Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-16	91,830.16	227,600.30	319,430.46	11,004.00
November-16	80,826.16	227,600.30	308,426.46	11,004.00
October-16	69,822.16	227,600.30	297,422.46	11,004.00
September-16	58,818.16	227,600.30	286,418.46	11,004.00
August-16	47,814.16	227,600.30	275,414.46	11,004.00
July-16	36,810.16	227,600.30	264,410.46	11,004.00
June-16	25,806.16	227,600.30	253,406.46	-157,098.00
May-16	182,904.16	227,600.30	410,504.46	11,004.00
April-16	171,900.16	227,600.30	399,500.46	11,004.00
March-16	160,896.16	227,600.30	388,496.46	3,992.72
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