

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 6:12 p.m. Present: Larry Williamson, president; Gene Hoff, vice president; Mark Meydam, treasurer; Beth Gaede, secretary; Kerry Geurkink, member-at-large (by phone).
- 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 adopted unanimously.
- D. Approval of April 19, 2016, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

A. Treasurer's report

1. Banking

Mark closed the WESTconsin Credit accounts and sent the check to Nicole. That transfer will be reflected in next month's reports.

2. Invoices and transfers

Mark pointed out invoice 5 in the treasurer's report: Nature's Touch sent us two invoices with the same invoice number but different amounts. He sent a note to Nicole asking her to figure out which invoice is correct. We need to decide which expense line to use for Pechacek soffit repairs. Mark hasn't yet seen an invoice from our attorney, but we know one will be coming. Moved, second, and approved to pay invoices and transfers as presented.

3. Unit owner assessment status

One owner asked that a late fee removed, because she sent her check, but Cities didn't receive it. The board determined that it's homeowner's responsibility to ensure checks arrive on time. Moved, second, and approved to deny the request. Mark will ask Nicole to contact the homeowner. Another homeowner asked to have a fee removed because she was hospitalized and therefore sent her check late. Moved, second, and approved to waive the late fee this time and to encourage the homeowner to set up an automatic payment plan. A third owner has been warned that collection proceedings will begin if the account is not brought up to date by May 6, 2016.

4. Soffit repair charge: \$325, invoice 11597, Pechacek's General Contracting

Mark wondered under what line this expense should appear. He suggested we add a "nonbudgeted emergencies" line to "general maintenance," so we can track these

expenses. Larry suggested that when we develop the 2017 budget, we should include such a line.

Mark noted that money owed to the reserve fund money has been repaid.

B. Project updates: See attached report.

Larry clarified that stacks will be painted on the units that are being roofed. Some were not done along with the rest of those roofing because of wind.

C. Project discussions

1. Legal Matters

No report.

2. Tree Removal/Replacement/Trimming

The budget lines for tree removal, replacement, and trimming come to \$1,000. A bid was received from New Richmond Tree Service for removal and trimming for \$1,281,82. Larry proposed several changes to the list of items included in the bid, bringing the cost down to \$520.28. Moved, seconded, and approved to accept the bid as adjusted. Larry will request bids for replacing two trees.

3. Townhouse Address Sign, 73 DWC

The signboard is rotten. Larry got a price of \$339.00 for a replacement from the original sign company. Larry estimates it would cost about \$35–45 for him to paint the sign. Moved, second, and approved to purchase a new sign.

4. “No Solicitation” Signs

People are more frequently coming into the association for political campaigning and fund raising. Larry talked with Dennis Darnold, City of Hudson, and found out where we could place “No Soliciting” signs. The board agreed that this issue should be taken to the overall association. If the HOA chooses not to act on the issue, we can take it up again.

5. Mulch Project

Three bids were obtained. Moved, seconded, and approved to award the bid to Willow River for \$8,267.93. Larry confirmed that the bid is for 110 cu. yds., and the association receives a credit if mulch is left over.

6. Comcast Fiber Optic Installation

We received the contract only today. Moved, seconded, and approved to postpone discussion and in the meantime to ask our attorney to review the contract.

7. Painting Garage Doors/Trim

Three bids were received for painting 35 garage doors. Moved, seconded, and approved to award the bid to Larry Williamson for \$2,220.

8. Water Faucets and Sprinkler Heads

Faucets for five units were replaced. In two cases, the plumber had to go through the interior wall to get at the internal elements of the faucets. Moved, seconded, and approved to pay the invoice for \$875 for this work.

Several more homeowners have reported leaking faucets. Larry is going to ask for new bids from three installers for replacement from the handle to the end of the stem (association expense), plus for the work inside the home (homeowner responsibility).

\$2,350 will be moved from the "column painting" expense line to "faucet repair," and we will continue to repair faucets until that money runs out.

9. Report from Landscape Committee and Architectural Control Requests

The committee would like to develop guidelines for homeowners for inside-the-mulch and outside-the-mulch landscaping and recommendations about plants that do well in our climate. The group would also like to provide input for the budget. Finally, they would like to work with a reputable tree service to assess the trees in our association and deal with them in phases, based on what problems they present, the age of the trees, and other factors.

One principle committee members agree on is that although our covenants specify landscaping replacement with original plantings, those guidelines are not helpful, because so many of the original plantings were inappropriate for the location.

The board expressed its support for the work this committee is doing.

10. Maintenance and Architectural/Landscape Change Requests

217 WCD, screen door repair: approved; homeowner expense  
161 WCD, request for sprinkler head: approved; homeowner expense  
157 WCD, SolaTube waiver: homeowner received the wrong form  
51DWC, fencing: Moved, second, and approved to deny the request.

Several homeowners have requested replacement of shrubs at association expense. The association does not have a budget for shrub removal/replacement in 2016. Homeowners will be informed that the association will not pay for this in 2016 but will entertain this as a project for 2017.

III. Agenda items for next month (June): legal matters, roof project, landscaping requests, Comcast contract, homeowner responsibility checklist, sidewalk repair, tuck pointing, Investment Committee, location for the annual meeting, and other items as needed

IV. Next meeting: Tuesday, June 21, 2016, 6:15 p.m., Northwestern Mutual Union Community Room

V. Adjournment: The meeting adjourned at 8:42 p.m.

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Project Updates  
Tuesday, May 17, 2016 — 6:15 p.m.  
Northwestern Mutual — Hudson, WI

B. Project Updates

1. Repaired by Nature's Touch Irrigation: one power module on controller for water station C. Module cost \$87.00; labor, \$65.00. Eleven broken rotor sprinkler heads, two non-functioning spray heads changed out. Two heads were caused by snow removal and were credited for \$50.00 to RCCTA by Greens Keepers.
2. All winter damage was seeded by Greens Keepers and completed on 5/3/2016. RCCTA would appreciate any owners helping with the watering of seeded areas that you can reach with hose.
3. Gutter repaired above garage @ 179 WCD, owner's expense.
4. Welcome to the new owners @ townhouse 255 WCD, Randy & Laurie Asunma.
5. Snow measurements: Snowfall totals are based on the nearest official reporting station, which is the MSP airport. Contract reads that if we get less then 33 inches, RCCTA is to receive a credit of \$5000. The snow total for this past winter was 36.7 inches; hence, no credit.
6. Volunteer sanded, primed, painted 18 townhouse signposts above post wraps. Ten were completed and charged to Greens Keepers, because of damage from last summer's mowing/weed whipping.
7. Townhouse 259 WCD had a small gap on left side of soffit that needed repair. Townhouse 89 DWC had squirrels in the attic that caused large hole in soffit above patio overhang, right side. Repairs made on 5/6/2016.
8. Roof project: New shingles completed @ townhouse 69-71-73-75, 81-3-85-87, and 89-91-93-95. Second payment of \$ 33,327.76 sent to Pechacek's General Contracting.
9. Roof leak @ townhouse 243 WCD. Contractor has been notified.

**RED CEDAR CANYON TOWNHOUSE ASSOCIATION**  
**Treasurer's Report for April 2016**  
Submitted May 17, 2016

<b>RED CEDAR CANYON TOWNHOUSE ASSOCIATION</b>		
<b>Banking Report as of 4/30/16</b>		
<b>Reported 5/17/2016</b>		
Checking account (Westconsin and Cities Mgt)	starting balance	\$20,293.94
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$25,345.65
Business Money Market Operating Reserve (Westconsin)	starting balance	\$3,488.14
	ending balance	\$3,488.85
Reserve Savings account (Cities Mgt)	starting balance	\$30,663.59
	ending balance	\$41,669.00
Business Achieve Money Market Reserve (Westconsin)	starting balance	\$130,232.57
	ending balance	\$130,301.96
Northwestern Mutual Reserve Account	starting balance	\$227,600.30
	ending balance	\$229,180.78
Business Savings (Westconsin)	fixed	\$5.00
Total operating balance (Checking + BMM)		\$28,834.50
Total reserves (BAMM Reserve + NW Mutual Reserve + Savings)		\$401,156.74
<b>Total all funds</b>		<b>\$429,991.24</b>

**Bills and Transfers Requiring Board Approval**

1. Transfer to Reserves		\$11,004.00
2. American Family		\$2,838.85
3. Cities Management		\$1,344.00
March Property Management	\$1,344.00	
4. GreensKeepers		\$6,920.98
April Contract	6,920.98	

5. Nature's Touch Irrigation		\$805.00
#6788 Startup and May service	740.00	
#6788 Submitted second time revised		
#6842 Head location	65.00	
6. Advance Disposal		\$3,514.16
Apr thru June service		
7. City of Hudson		\$1,783.68
Jan thru April service		
8. Pechacek's General Contracting		\$325.00
#89 Soffit Repair	225.00	
#259 Soffit Repair	100.00	
This was invoiced twice (11597 and 11602)		
Pay only one.		

### Owner Assessments

As of 5/17/2016 there are 11 property owners who are behind in their payments to the association. The total amount owed to the association is \$9,781.75. This is broken down as follows:

Less than 30 days late =	\$3,004.75
Over 30 days late =	\$1,442.00
Over 60 days late =	\$707.00
Over 90 days late =	\$4,628.00
Total	\$9,781.75

### 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 Cities Management Financial Report for this month does not reflect the end of April account balances at Northwestern Mutual and Westconsin Credit Union. The amounts included in the report were as of the end of March. A revision has been requested.

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	115,687.92	229,180.78	344,868.70	11,004.00
November-16	104,683.92	229,180.78	333,864.70	11,004.00
October-16	93,679.92	229,180.78	322,860.70	11,004.00
September-16	82,675.92	229,180.78	311,856.70	11,004.00
August-16	71,671.92	229,180.78	300,852.70	11,004.00
July-16	60,667.92	229,180.78	289,848.70	11,004.00
June-16	49,663.92	229,180.78	278,844.70	-122,307.04
May-16	171,970.96	229,180.78	401,151.74	1,651.28
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