

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Minutes/Notes
Tuesday, June 21, 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; Judy Frank, guest; Robert and Margaret Staebell, guests; Jo Radzwill, guest.
- 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 Jo Radzwill was added as a guest. Adopted unanimously.
- D. Approval of May 17, 2016, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

A. Judy Frank, Guest

(1) Homeowner has three dead shrubs and asked to have them replaced. She was informed that there is no money in the budget to replace them. She replaced them herself and would like to be reimbursed for them. The board explained that the 2016 budget does not include money for shrub replacement, and numerous homeowner requests have been denied. A receipt was provided and the board will take this up at the next board meeting.

(2) Homeowner submitted association dues on time, but it was not received by Cities in time to avoid a late fee. After discussion, the homeowner paid the late fee.

B. Robert and Margaret Staebell, Guests

The homeowner requested that he be allowed to put up a fence around their patio, and the board denied the request at its May board meeting. The homeowner indicated that he was not able to find in association documents any guidelines about fences. The board explained that it has consistently held that architectural features must be uniform, so a fence would need to be of the same design and construction as those installed by the builder. The homeowner suggested that the board establish criteria for fences that would allow some leeway in design and construction. The homeowner also pointed out that the board did not respond to his request within 15 days. The board acknowledged that our response time is an issue that it needs to address. The homeowner will consider drafting a proposal for guidelines on fences for future board consideration.

C. Jo Radzwill, Guest

The homeowner has a dead pine tree and is concerned that it could be a fire hazard in an electrical storm. She would like the tree to be removed and would be content to wait until

next year for a replacement. She asked how decisions are made about which trees are removed or replaced. The board pointed out that all requests to remove and replace trees *at homeowner's expense* have been approved. This specific request was discussed later in the meeting, item F.4, project number 92864.

D. Treasurer's report

1. Banking

The report shows that WESTconsin Credit Union accounts have been zeroed out and the money transferred to Cities Management accounts.

2. Invoices and transfers include \$2,041.12 for lawn seeding and repairs for winter damage, and \$675.0 for soffit repairs, an unbudgeted expense. Moved, seconded, and approved to pay all invoices and transfers as listed.

3. Unit owner assessment status

Homeowners are now \$9,982 in arrears. Most of that amount is from one homeowner, but two others are more than \$1,000 overdue, and those are now in collections. The amount of arrears is about the same as this past month. The board will take up the topic of collections with Cities Management next month.

E. Project updates: See attached report.

F. Project discussions

1. Legal Matters

No update.

2. Comcast Fiber Optic Installation

The board asked our attorney to review Comcast's agreements, and he indicated that the contract language is boilerplate. He didn't have any problem with the document, although he did suggest some changes in wording. The board discussed three issues: (1) Cities would be paid its share of the fee up front, as soon as the contract is signed, while the association would be paid month by month; (2) Comcast requires that they be given all homeowners' names and contact information; (3) Comcast would create an exclusive arrangement with our association, preventing other companies from installing fiber optic cable. The board will discuss this proposal at our next meeting, when Nicole is expected to be present.

3. Lane Parking

Four homeowners have complained that people are parking in the space at the end of the lane, furthest from the streets. Larry drafted a letter to be sent to all homeowners reminding them of the covenants' parking requirements. Kerry volunteered to redraft the letter as a "friendly reminder."

4. Landscape Requests 91186, 91465, 90142, 92864 (project numbers assigned by Cities Management)

91186: The homeowner wants to remove an evergreen and replace it with two bushes, at her own expense. Moved, seconded, and approved, provided the homeowner signs a liability waiver.

91465: The homeowner lost two trees last year, and this year the stump was removed. The homeowner would like a replacement tree. Larry will talk to him to get more details about what he would like to do.

90142: Two homeowners would like to remove a maple at the end of their brick patio dividing wall. Moved, second, and approved, provided the homeowner signs a liability waiver.

92864: The homeowner would like to remove a dead pine. Moved, seconded, and approved to remove the tree, at association expense.

5. Landscape committee, letter of homeowner liability for landscaping

The committee conducted a walk-around with New Richmond Tree service to assess what needs to be done about trees and begin planning an overall strategy for trees. A second walk-around will be conducted before the July board meeting to complete the assessment.

The board agreed that the pruning policy will allow custom pruning in the fall, as was the case this past fall

Board members reviewed a draft letter of homeowner liability for custom plantings that require digging more than two inches into the dirt, even within mulched areas. Homeowners must assume liability for sprinkler lines, underground utilities, and the like. The letter will be posted on the Cities website next to the modification request form. Moved, seconded, and approved to begin using this liability form, included with the minutes for this meeting.

6. Sidewalk repair, tuck pointing

Mark and Larry reviewed the budget for this work. Dave Flatum Construction agreed to hold the prices on a bid he submitted June 7, 2015, and September 22, 2015. Five units might also have patio repairs done, at their cost, and Flatum agreed to give both the association and homeowners better prices if the homeowners' work is done at the same time as the sidewalks. Moved, seconded, and approved to spend \$2,654 for sidewalk repair, \$900 for caps, \$1,428 for control joints, and \$990 for brick repair.

7. Townhouse and Homeowner Association Board Introduction

Larry distributed the following document, which the board agreed that the information would be useful for all association members:

One of the biggest decisions a person can make is to purchase a new home. A close second is to purchase this home in a community administered by an association. Not only is the buyer purchasing a lifestyle but also adding another level of governance to their life.

Sometimes people choose this lifestyle because they want maintenance-free living. This is a myth. All associations have some degree of shared maintenance. There is always the issue of how does the board govern the property and will the benefits of association living become a burden upon the peace and quiet enjoyment of one's home? How much freedom will you have to keep a pet, or plant flowers or park your boat trailer?

Sadly, many people do not do their homework until too late when they get a strong letter from the board or the attorney telling them that they are doing something that violates the rules.

One way to make association living more rewarding is to get involved. By volunteering for a committee or running for the board, or even just by going to a meeting once in a while, an owner can clearly see that they are not paying money to a "landlord" but contributing to the general maintenance of the property for the good of the community. This can only result in enhanced property values and a positive experience overall.

Source: "Introduction," *Condo & Homeowner Association Board Member Handbook: A Guide for Association Leaders* (Chicago: Kovitz Shifrin Nesbit, 2011).

This statement will be posted on the association website and given to new homeowners.

8. Location for Annual Meeting

Beth volunteered to talk with staff at Woodland Hill about the possibility of using their auditorium. She will ask about availability (September 27), cost, and whether they have a sound system.

- III. Agenda items for next month (July): legal matters, landscaping requests, 2017 budget, annual meeting, asphalt repair, homeowners/association responsibility list, "common area" language in our covenants, Comcast proposal, investment committee update
- IV. Next meeting: Tuesday, July 19, 2016, 6:15 p.m., Northwestern Mutual Union Community Room
- V. Adjournment: The meeting adjourned at 8:26 p.m.

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Project Updates
Tuesday, June 21, 2016 — 6:15 p.m.
Northwestern Mutual — Hudson, WI

E. Project Updates

1. Roof Replacement Project Summary (2013–2016)—Total cost: \$441,410.39
 - A. 2013—Warranty claim for shingles, material, and labor on two-story townhouse 211, 213, 215, 217 WCD. Paid by Certain Teed Company.
 - B. 2014—Labor, partial materials, and disposal: \$129,105.14
Extended manufacturer's warranties: \$1,917.74
Plumbing stacks (frost free): \$862.46
Dryer vents: \$1,160.00
Extra plywood: \$300.00
Total \$133,345.34
 - C. 2105—Labor, partial materials, and disposal: \$132,204.61
Extended manufacturer's warranties: \$1,963.78
Plumbing stacks (frost free): \$1,011.16
Dryer vents: \$1,360.00
Extra plywood: \$1,697.00
Total: \$138,236.55
 - D. 2016—Labor, partial materials, and disposal: \$162,713.36
Extended manufacturer's warranties: \$2,416.96
Plumbing stacks (frost free): \$1070.64
Dryer vents: \$556.80
Total: \$166,757.76
 - E. Extended manufacturer's warranties were increased from 18 years to 20 years.
 - F. New vinyl frost-free plumbing vent stacks and dryer high profile vents installed on 112 townhouse units. Received better pricing in 2015, 2016 when board approved putting in vents on roofs that were being prepared for new shingles.
 - G. Board approved 36 frost free plumbing stacks and 18 dryer vent jacks to be installed on the following townhouse units on DWC: 79, 77, 67, 65, 63, 61, 59, 57, 55, 53, 51, 49, 47, 45, 43, 41, 39, 37. Extra cost breakdown is as follows:

Plumbing Stacks: \$1,890.00
Dryer Vents: \$781.74
Labor for painting all stacks: \$399.00
Total: \$3,070.74

H. Thank you again for your cooperation from your association board and Cities Management.

2. Maintenance and Architectural/Landscape Requests

- A. Application ID 602922: soffit repair completed on 6/14/2016 @ 59 DWC
- B. Application ID 600206: soffit repair completed on 6/14/2016 @ 53 DWC
- C. Application ID 605359: Soffit repair completed on 6/14/2016 @ 181 WCD
- D. Application ID 90921: Approved water line @ 203 WCD (owner's cost)
- E. Application ID 89499: @ 243 WCD put in a hold file at Cities Management for bid and budgeting
- F. Application ID 85524: approved for removal of maple tree @ 87 DWC
- G. Maple tree removed @ 191 WCD at owners cost
- H. Application ID 85898: @ 207 WCD was put in a hold file at Cities Management for bid and budgeting
- I. Application ID 91289: solar tube approved @ 127 DWC at owner's cost.

3. Leak around skylight @ 153 WCD is being repaired by Pechacek's General Contracting at no charge to association.

4. The face on some fragmented concrete sidewalks in the association has been noted on our walk-a-around. This will have to be budgeted for at some point.

5. Painting project: Eight garage doors and trim have been completed @ 165, 167, 169, 171, 173, 175, 177, and 179 WCD. Caulking was done on trim for four units; five units have been sanded and primed.

6. 243 DWC, leak in laundry room from winter snows, contractor installed extra flashing along roof to fascia on north side of garage door, upper valley. No charge to owner or association.

7. Contacted the Hudson Building Inspector about missing fireboard on divider wall in attic at 153 WCD. Inspector will review and take pictures before Hans Hagen is contacted.

8. Welcome to our Association: Merrill & Dody Johnson, 139 DWC.

9. Per Advanced Disposal, all grass-clipping bags are to be placed only on either Deerwood Court or West Canyon Drive. Both Family Fresh and Country Market have a pre-paid green sticker to be placed on each bag (\$1.00/per bag). Each owner is responsibly to contact Advance Disposal @ 1-459-3933 or 651-487-8546 for pick-up date. Menards has the bags.

Red Cedar Canyon Townhouse Association
Letter of Homeowner Liability for Landscaping

I agree to follow the specifications of the Red Cedar Canyon Townhouse Association (RCCTA) for the exterior plantings (trees, bushes, plants, and the like) that I am installing. I understand that if specifications are not followed, the RCCTA board may request that I remove unauthorized plantings.

I also understand that before planting, I must submit a Landscape Modification Request. If the request is approved, I assume responsibility for any damage that occurs during planting (for example, damage to sprinkler lines, underground utilities, mulch, landscape edging, and so forth). If damage occurs as a result of my plantings, the board may assess repair costs to me and any subsequent owners.

If my approved plantings require digging more than two (2) inches below the surface, before planting I will contact the association's management company, so they can assess whether irrigation and utility lines need to be marked before I begin planting.

If the ownership of my unit changes, the sale documents will contain this letter, which must be signed by the new owner(s). By signing this letter, the new owner(s) agree to abide by the specifications and assume all responsibilities in effect on the date of the sale.

Unit Owner Signature

Unit Owner Printed Name

Unit Owner Address

Date

RED CEDAR CANYON TOWNHOUSE ASSOCIATION

Treasurer's Report for May 2016

Submitted June 21, 2016

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 5/31/16		
Reported 6/21/2016		
Checking account (Westconsin and Cities Mgt)	starting balance	\$25,345.65
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$28,058.73
Business Money Market Operating Reserve (Westconsin)	starting balance	\$3,488.85
	ending balance	\$0.00
Reserve Savings account (Cities Mgt)	starting balance	\$41,669.00
	ending balance	\$116,349.78
Business Achieve Money Market Reserve (Westconsin)	starting balance	\$130,301.96
	ending balance	\$0.00
Northwestern Mutual Reserve Account	starting balance	\$229,180.78
	ending balance	\$230,043.48
Business Savings (Westconsin)	fixed	\$0.00
Total operating balance (Checking + BMM)		\$28,058.73
Total reserves (BAMM Reserve + NW Mutual Reserve + Savings)		\$346,393.26
Total all funds		\$374,451.99

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
May Property Management	\$1,344.00	
4. GreensKeepers		\$8,962.10
May Contract	6,920.98	
Lawn Seeding & Repairs	2,041.12	
5. Pechacek's General Contracting		\$675.00
Soffit repairs #53, #59, #181		

Owner Assessments

As of 5/20/2016 there are 9 property owners who are behind in their payments to the association. The total amount owed to the association is \$9,982.75. This is broken down as follows:

Less than 30 days late =	\$1,722.00
Over 30 days late =	\$1,658.75
Over 60 days late =	\$1,267.00
Over 90 days late =	\$5,335.00
 Total	 \$9,982.75

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 May account balance at Northwestern Mutual. The amount in their report are as of the end of April. A revision has been requested.

The Westconsin Credit Union accounts were closed in May and the monies transferred to Cities Management. Thus the \$0 balances for two of the Westconsin accounts listed at the beginning of the report.

Red Cedar Canyon Townhouse Association
Reserve Fund Balance Information - May 21,
2016
Actuals until May 2016 Projections thru Dec 16

Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-16	126,722.66	230,043.48	356,766.14	11,004.00
November-16	115,718.66	230,043.48	345,762.14	11,004.00
October-16	104,714.66	230,043.48	334,758.14	11,004.00
September-16	93,710.66	230,043.48	323,754.14	11,004.00
August-16	82,706.66	230,043.48	312,750.14	11,004.00
July-16	71,702.66	230,043.48	301,746.14	11,004.00
June-16	60,698.66	230,043.48	290,742.14	-55,651.12
May-16	116,349.78	230,043.48	346,393.26	-53,107.20
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