

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Minutes/Notes  
Tuesday, July 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; Nicole Battles, Cities Management, via FaceTime.
- B. Proof of meeting notice: Notice of meeting and agenda sent to board members in advance; no objections.
- C. Agenda adoption: Agenda was reviewed. Adopted unanimously.
- D. Approval of July 19, 2016, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

A. Treasurer's report

1. Banking

No anomalies in the report. WESTconsin Credit Union accounts removed from report, because they are closed.

2. Invoices and transfers

Homeowners whose water faucets have been repaired have been billed for the \$100 share of the cost. Cities Management accounting is supposed to let homeowners know the amount is due, and homeowners will need to write a check for payments. Mark is keeping an eye on charges from New Richmond tree service, to ensure they match board autorizations. He has also been talking to the City of Hudson about our water bill, because there was a huge increase in the amount of water billed for zone A. He will also talk to Aaron (Nature's Touch) about what he has seen when he has worked on the system. Moved, seconded, and approved to pay invoices as listed.

3. Unit owner assessment status

Late assessment went up about \$1000. Two homeowners are in legal proceedings.

B. Project updates: See attached report.

C. Project discussions

1. Homeowners/association responsibility list

(Nicole joined the meeting via FaceTime.) Our attorney, Brent Johnson, reviewed the covenants and the association/homeowner responsibility list that Cities uses to determine how to respond to maintenance requests. The board reviewed a draft list

and agreed on the distribution of responsibilities. The reserve study needs to be consistent with the list and that funding levels cover the correct items, so the board will ask that the reserve-study company to take the list into account when it does a review next year. Moved, seconded, and approved to adopt the responsibility checklist as amended. Information about responsibilities will be included in the annual meeting packet, posted on the website, and given to new owners along with other association documents.

2. “Common area” language in covenants  
Our covenants refer to “common area,” but Exhibit B of the covenants indicates there are no common areas. Nicole is going to check with St. Croix County to see if an amendment was filed with the county after the development was completed specifying that certain property was deeded to the association as a whole. (Nicole left the meeting after this discussion.)
3. Landscape requests (project numbers assigned by Cities Management)  
Kerry reported that the Landscaping Committee is drafting policies for “inside the mulch” and “outside the mulch,” to make official what we have already been doing. They are also developing a list of recommended replacement shrubs and trees. The board discussed the importance of homeowners’ completing the landscaping waiver, so the board and Cities Management are aware of what is going on and can protect the irrigation system.
  - a. 2016 trees: removal, replacement, trimming, amur maples, cedar junipers  
New Richmond Tree Service indicated they can give us more accurate information about the cost a price for trimming trees after the leaves fall, because then he can better see what really needs to be done. Larry also wants to talk to homeowners about NRTS recommendations. The board and the Landscaping Committee will clarify priorities and timeframes for work.
  - b. 621983, trim bush @ 201WCD: The bush will be included in the general tree trimming to be done in the fall.
  - c. 91465, tree replacement @ 231WCD: Denied. The request will be included in the master plan for tree replacement.
  - d. Tree removal @ 95 DWC: Larry confirmed that the tree is not located in a utility easement and can be taken down.
  - e. 95786, install rock wall @ 223WCD: Denied. If the homeowner wants to move forward with this project, an architectural control application should be submitted with details for it.
  - f. 93590, wall block replacement @ 41DWC: Denied. Larry determined that 34 blocks throughout the association are lose, broken, or chipped. The board

agreed that all block repairs should be dealt with as a single project. He will get a bid for block work, including problems from salt deterioration.

- g. 97729, awning installation @ 99DWC: Approved, pending submission of waiver.
- h. 97728, replace shrubs @ 195WCD: Approved. Work to be completed at owner's expense.

4. 2017 budget

Mark presented an overview of current and upcoming projects scheduled to be paid for from the reserve fund. The board agreed that the budget should be based on the assumption that all the scheduled projects will be done, with the understanding that the board can later decide to delay specific projects.

Mark presented a preliminary project budget, noting that we do not have costs for a number of items.

Mark suggested that we include a contingency line item in the budget to deal with unanticipated expenses. Money not spent could be rolled over to the next year or designated for a particular project.

5. Nominating committee meeting

Moved, seconded, and approved to nominate Larry Williamson for the board position that will be open this fall.

6. Revised waiver form (Kerry)

Kerry presented a sample checklist that could be used as part of the architectural and landscape form to simplify and clarify the process.

7. Green Oasis contract

Larry noted that he negotiated a new three-year contract with Green Oasis, with a price increase in November and December 2017. The contract has been distributed to board members, and they should review it.

About 15,000 square feet of lawn has been affected by a fungus. Green Oasis has proposed treating the area for \$183 and then aerating and overseeding for \$578. Moved, seconded, and approved to carry out this project.

8. Asphalt repairs

For 2017 budget planning, Larry got a bid for \$28,000 for sealcoating, patching, and crack filling. He has requested a bid from an additional vendor.

9. Legal matters

Larry is going to attend the sheriff's sale of the unit in foreclosure. He expects the unit will sell for more than the homeowner owes and that the association will receive

payment for unpaid dues and legal fees incurred dealing with the homeowner.

III. Agenda items for next meeting (September 20, 2016): legal matters, landscaping requests, 2017 budget, annual meeting preparation

IV. Next meetings

- Regular board meeting—Tuesday, September 20, 2016, 6:15 p.m., Northwestern Mutual Union Community Room
- 2016 annual meeting—Thursday, September 29, 6:30 p.m., auditorium at Woodland Hill, 441 Stageline Road (east of Hudson Hospital.)
- Regular board meeting—Tuesday, October 18, 2016, 6:15 p.m., Northwestern Mutual Union Community Room

V. Adjournment: The meeting adjourned at 9:14 p.m.

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Project Updates  
Tuesday, August 16, 2016 — 6:15 p.m.  
Northwestern Mutual — Hudson, WI

1. Request ID61669  
Both sides of the garage door @ 213 WCD developed large holes where asphalt joint meets driveway. Emergency work (not budgeted) included stabilizing missing sub-base and core block. Cut out and replaced 15' 2" x 2' 1" of asphalt. Total cost of repairs: \$1,360.00.
2. Painting Project
  - Nine more garage doors and trim have been completed @ 127, 115, 113, 111, 109, 103, 101, 99, 97 DWC.
  - Caulking was done on trim for nine units.
  - Eight units have been sanded, scraped, and primed.
  - Volunteer: Prepped and painted three extra doors and frames beyond original project quote with no additional costs.
  - Total of 38 doors/trim completed.
3. Emergency Leak  
Meeting with Brian Pechacek about an emergency leak (not budgeted) on the roof @ 43 DWC. The original dryer vent was located too close to the valley by Hans Hagen sub-contractor. Crew had to tear off singles and relocate new vent. Work finished on 7/28/2016. No damage to plywood.
4. New Comcast contract proposal for updated cable wiring was reviewed via email and approved by board.  
  
**Note:** Homeowners are **not** obligated to use Comcast for cable services.
5. Water Faucets  
A total of four exterior water faucets have been repaired @ 199 WCD, 243 WCD, and 141 DWC. Homeowners' cost is \$100.00 per faucet; association cost, \$191.00 per faucet.
6. Volunteer Project  
Removed all the grass growing from 81 post wraps on WCD and DWC, 8/8/2016.

**RED CEDAR CANYON TOWNHOUSE ASSOCIATION**  
**Treasurer's Report for July 2016**  
Submitted August 16, 2016

<b>RED CEDAR CANYON TOWNHOUSE ASSOCIATION</b>		
<b>Banking Report as of 7/31/16</b>		
<b>Reported 8/16/2016</b>		
Checking account (Westconsin and Cities Mgt)	starting balance	\$25,406.79
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$22,750.71
Reserve Savings account (Cities Mgt)	starting balance	\$60,649.51
	ending balance	\$71,660.36
Northwestern Mutual Reserve Account	starting balance	\$231,307.65
	ending balance	\$233,512.30
Total operating balance		\$22,750.71
Total reserves		\$305,172.66
<b>Total all funds</b>		<b>\$327,923.37</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
	June Property Management	\$1,344.00	
4.	GreensKeepers		\$6,920.98
	July Contract	6,920.98	
5.	Nature's Touch Irrigation		\$125.00
	Invoice 7012 Replace head at 99	40.00	
	Invoice 7022 Leak at 103	85.00	
6.	One Hour Heating		\$1,164.00
	Invoice 988840	\$291.00	
	1 frost free spickets @ 243		
	Invoice 988841	\$291.00	
	1 frost free spickets @ 199		
	Invoice 988842	\$582.00	
	2 frost free spickets @ 141		

Note that the association is paying the full bill but homeowners will be billed for a portion of the replacement costs (\$100 per spicket). Reimbursements total \$400.

7. Asphalt Maintenance and Paving, Inc	\$1,360.00
Install patch and repair subbase at 213	
8. Lomman Abdo	\$1,025.00
Invoice 184817 – Review Comcast Agreement	\$525.00
and common area definitions	
Invoice 184042 – Review chart of maintenance	\$500.00
Repair and replacement responsibilities	
9. New Richmond Tree Service	\$727.95
Invoice 16081 from 6/9/16	
10. Larry Williamson	\$2,222.00
Previously approved garage door frames and	
painting doors for 38 units	
11. City of Hudson	\$5,425.25
Apr – June water bills	
There is a discrepancy on one the bills see note below.	

### **Owner Assessments**

As of 7/15/2016 there are 10 property owners who are behind in their payments to the association. The total amount owed to the association is \$10,739. This is broken down as follows:

Less than 30 days late =	\$2,216.00
Over 30 days late =	\$753.00
Over 60 days late =	\$560.00
Over 90 days late =	\$7,210.00
Total	\$10,739.00

### **Notes:**

This is the first month that the former Westconsin Credit Union accounts to not appear in the report as they all had 1 balances and were closed out.

One of the irrigation pump meters had a water charge of \$2,935.27 for the April to June period. The highest charge for this meter in the past 5 years has been \$842.11. Cities Management is inquiring with the City of Hudson for an explanation.

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - August 16, 2016				
Actuals until July 2016 Projections thru Dec 16				
Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-16	126,680.36	233,172.66	359,853.02	11,004.00
November-16	115,676.36	233,172.66	348,849.02	11,004.00
October-16	104,672.36	233,172.66	337,845.02	11,004.00
September-16	93,668.36	233,172.66	326,841.02	11,004.00
August-16	82,664.36	233,172.66	315,837.02	11,004.00
July-16	71,660.36	233,172.66	304,833.02	12,875.86
June-16	60,649.51	231,307.65	291,957.16	-54,436.10
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



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