

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Minutes/Notes  
Tuesday, September 20, 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 6:08 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. Adopted unanimously.
- D. Approval of August 16, 2016, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

A. Treasurer's report

1. Banking

The reserve fund is starting to build again, as it should.

2. Invoices and transfers

Mark will ask Nicole to charge homeowners who have put out bags of grass clippings and landscaping trimmings. Moved, seconded, and approved to pay all invoices and transfers as reported.

3. Unit owner assessment status

Total assessments in arrears went up about \$1000 due to two homes in foreclosure.

B. Project updates: See attached report.

C. Project discussions

1. Legal matters

Larry went to the sheriff's sale for a unit that has been in foreclosure. The unit sold for \$220,000, about \$6,000 over the minimum required bid. We do not yet know how much money the association will recover from the sale.

2. Maintenance recommendations and requests

A. Recommendations: Larry fine-tuned the Landscaping Committee's recommendations for tree trimming, removal, and replacement, and bush

trimming. Some homeowners have indicated they do not want a replacement tree. He recommended that we ask New Richmond Tree Service for a bid. Amur maple trimming will be bid separately. The work will be paid for out of reserves. The board will vote on the project via email.

B. Requests (project numbers assigned by Cities Management)

- 1) 636801: sidewalk — A sidewalk section has sunk significantly. The board previously approved \$2,060 for concrete repair. Because we can save a lot of money when concrete work requires full loads of cement, this project should be added to that previously authorized work. Larry will ask Nicole (1) to request a modified bid for association projects (sidewalks), and (2) next spring, to organize patio projects, for which homeowners are responsible, so homeowners also have the opportunity to take advantage of full-load pricing.
- 2) 637355: trimming — Moved, seconded, and approved to deny this request and to add the work to previously planned tree work.
- 3) 100989: fireplace installation, convert electric stove to gas — The stove does not require association approval. Moved, seconded, and approved to permit the fireplace installation, subject to the homeowner signing a waiver for installing a chimney, which must be painted the same color as the others in the association.

3. 2017 budget

The extensive list of projects, increases in the costs of landscaping and snow removal, and higher insurance premiums will require an increase in dues to \$280 per unit per month. Moved, seconded, and approved to accept the bid from American Family Insurance.

4. Annual meeting preparation

Nicole will collect proxy ballots and keep track of number of homeowners for the quorum. We will ask attendees to wear name tags, to help folks get to know one another. We will distribute the code of conduct card at the door. Cheryl Coots will report for the Landscaping Committee, and Kerry will report for the Investment Committee. Mark will prepare PowerPoint slides he thinks would be useful. Beth will check with Woodland Hill about room and equipment arrangements.

5. Green Oasis contract

Moved, seconded, and approved to sign a new four-year contract beginning November 1, 2016, superseding the current three-year contract, providing we drop one of the fertilizer treatments for a reduction of \$1,500 in the annual cost.

6. Cities Management, Nicole's attendance at board meetings  
We will ask Nicole to attend five additional board meetings per year via Skype or FaceTime, at an additional cost of \$900 per year.
- III. Agenda items for next meeting (October 18, 2016): Outstanding items from annual meeting, 2017 budget, amur maples, removal of trees and trimming, legal matters, landscaping requests, investment committee update, audit, update on tax payments, architecture and landscape violations
- IV. Next meeting  
Tuesday, October 18, 2016, 6:15 p.m., Northwestern Mutual Union Community Room
- V. Adjournment: The meeting adjourned at 8:02 p.m.

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Board of Directors Meeting Project Updates  
Tuesday, September 20, 2016 — 6:15 p.m.  
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1. Quality sealcoating, received board approval by email to proceed with extra crack filling along garage floor/apron joints and brick walls by driveways. The following (34) townhouse units is @ a total cost of \$1,190.00. WCD 247, 245, 243, 239, 237, 233, 231, 221, 219, 217, 215, 207, 197, 195, 189, 155, 153, DWC 139, 137, 125, 117, 103, 99, 89, 83, 79, 73, 69, 65, 55, 53, 47, 39, 37.
2. Removed dead cherry tree and leaning boxelder tree @ 95 DWC with boards approval.
3. Board gave approval by email to purchase (165) brick from Twin City Brick & Stone. The cost is \$144.50 plus \$200.00 shipping. A total of six different types of brick are in the townhouse association. Main factory closed down at the end of August and has required that all brick be sent back from two supplier's in Minneapolis. Type's of brick are as follows:
  - A. Montclair: 28 units have this type of brick. It is no longer made.
  - B. New Bedford: 28 units that have this type of brick. It is no longer made.
  - C. Portsmouth: 16 units that have this type of brick. Twin City is trying to match brick (from photos) with a similar one, because brick is obsolete.
  - D. Brentwood: 20 units that have this type of brick.
  - E. Berkshire: 12 units that have this type of brick is. It is no longer made.
  - F. TCB Concord: 8 units that have this type of brick.

The following brick is to be housed @ Nature's Touch Irrigation:

1. Montclair, total of 40
2. New Bedford, total of 40
3. Portsmouth (similar brick) total of 25
4. Brentwood, total of 30
5. Berkshire, total of 15
6. TCB Concord, total of 15

Two townhouses need brick replacement: 119 DWC with two Berkshire, 199 WCD with two Brentwood.

4. Lunning's Concrete proposal of \$2,810.00 for two cracked sidewalk repairs, 34 joint repairs, caulking and sealing the bottom of two-story columns was approved via email by board. Work is to start the week of the 18th at the following locations:  
DWC 37, 57, 59, 73, 83, 85, 87, 95, 97, 99, 101, 105, 107, 113, 121, 123, 125, 129, 143, 145  
WCD 157, 161, 163, 171, 175, 177, 189, 193, 203, 207, 211, 223, 229, 247

5. Mark Meydam noticed a large excess water charge for irrigation station A on WCD. The water department found a meter that was faulty, and it was replaced with a new one. The credit of \$1,486.40 will be issued either by credit on the next billing or a refund.
6. Green Oasis completed treatment for ring spot, aerating, and over-seeding @ 261WCD, 263WCD, and 47DWC.
7. Because of the mowing/weed whipping issues on August 29, our association received \$100.00 credit. Lawn was re-mowed on September 2.
8. Welcome, Gretchen & Bart Trebnick, new owners at 59DWC. Welcome, Mart Kay & Max Parks, new owners at 261WCD.
9. Application ID 100079: Board approved thru email installation of propane heater unit for garage @ 177WCD. Owner assumes all liability for any leaks and signs off on a waiver. The stack is to be painted to match the other stacks in association.

# RED CEDAR CANYON TOWNHOUSE ASSOCIATION

## Treasurer's Report for August 2016

Submitted September 20, 2016

<b>RED CEDAR CANYON TOWNHOUSE ASSOCIATION</b>		
<b>Banking Report as of 8/31/16</b>		
<b>Reported 9/20/2016</b>		
Checking account (Westconsin and Cities Mgt)	starting balance	\$22,750.71
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$21,366.33
Reserve Savings account (Cities Mgt)	starting balance	\$71,660.36
	ending balance	\$82,672.35
Northwestern Mutual Reserve Account	starting balance	\$233,512.30
	ending balance	\$233,988.58
Total operating balance		\$21,366.33
Total reserves		\$316,660.93
<b>Total all funds</b>		<b><u>\$338,027.26</u></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
	August Property Management	\$1,344.00	
4.	GreensKeepers		\$6,920.98
	August Contract	6,920.98	
	Invoice 588153	193.07	
5.	Nature's Touch Irrigation		\$657.75
	Invoice #7077 Service at 183	121.25	
	Invoice #7078 August Service and Replace 3 heads and 2 spray nozzles	405.00	
	Invoice #7087 Service 167 & 229	131.50	
	Locate lines for aeration		

6. Lomman Abdo		\$638.50
Invoice 185742 Question about privacy wall and draft Lien	175.00	
Invoice 185743 Foreclosure matters Recording Charges	463.50	
7. New Richmond Tree Service		\$506.40
Invoice 16545 Dead cherry tree removal		
8. Advanced Disposal		\$768.55
July – Sept Trash service		
9. American Pest Solutions		\$177.00
Invoice 22904 – June Service	59.00	
Invoice 23641 – July Service	59.00	
Invoice 24527 – August Service	59.00	
10. Pechacek’s General Contracting		\$4,338.38
Invoice 11639 Soffit Repairs at 55, 57, 59, 215, 225	1,125.00	
Invoice 11640 Shingles for vent project	142.64	
Invoice 11625 Plumbing stacks (36) Painting, dryer stacks (18) and labor for 37, 39, 41, 43, 45, 47, 49, 51, 53, 55, 59, 61, 65, 67, 77, 79	3,070.74	

### Owner Assessments

As of 8/20/2016 there are 10 property owners who are behind in their payments to the association. The total amount owed to the association is \$11,161.00. This is broken down as follows:

Less than 30 days late =	\$1,773.00
Over 30 days late =	\$1,058.00
Over 60 days late =	\$560.00
Over 90 days late =	\$7,770.00
<b>Total</b>	<b>\$11,161.00</b>

**Notes:**

Regarding the Pechack’s General Contracting invoices, the June minutes approved the installation of new frost free stacks, painting and dryer jacks on the remaining houses in the association that were not updated as part of the roofing project. This will be paid from the reserve fund as part of the roofing project. Total is \$3,216.38.

One of the irrigation pump meters had a water charge of \$2,935.27 for the April to June period. Larry worked with the city water department and discovered that there was a bad meter on irrigation pump A. The city will be issuing a credit of \$1,486.40 on our next bill.

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - September 20, 2016				
Actuals until August 2016 Projections thru Dec 16				
Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-16	126,688.35	233,988.58	360,676.93	11,004.00
November-16	115,684.35	233,988.58	349,672.93	11,004.00
October-16	104,680.35	233,988.58	338,668.93	11,004.00
September-16	93,676.35	233,988.58	327,664.93	11,004.00
August-16	82,672.35	233,988.58	316,660.93	11,827.91
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