

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Minutes/Notes  
Tuesday, October 18, 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; Mark Meydam, treasurer; Beth Gaede, secretary; Kerry Geurkink, member-at-large. Absent: Gene Hoff, vice president. Guests: Audrey Ichel, 41 DWC; Margaret Staebell, 51 DWC.
- 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 September 20, 2016, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

A. Treasurer's report

1. Banking

2. Invoices and transfers

Mark noted that several of our regular invoices have not yet come through from Cities, so the board will need to approve them via e-mail when they show up. Larry will talk to Nicole about the need for Cities to transmit invoices for board approval in a timely manner and inform her that if we incur late charges because of delays by Cities, the association will expect Cities to pay those charges. Moved, seconded, and approved to pay all invoices and transfers as submitted.

3. Unit owner assessment status

The amount of overdue assessments has not grown much, and the number of homeowners in arrears dropped from 11 to eight. Two are in legal collections.

4. Reserve funds

The amount of money in our fund is growing, now that we're not spending money on projects.

B. Project updates: See attached report.

## C. Project discussions

### 1. Homeowners/Association responsibility list

A homeowner asked at the annual meeting whether skylights are homeowner or owner responsibilities. We are waiting for a response from Nicole. Beth will get a copy of the Word document from Nicole and add a footer to it indicating that the list has been approved by the board (with the date) and that it supersedes all previous documents.

### 2. Annual meeting debrief

Several homeowners expressed interest in serving on an architectural committee. Most homeowners at the meeting expressed an interest in having a printed directory. Bob Staebell offered to serve on the investment committee. The board agreed the Woodland Hill auditorium was a great place to meet.

### 3. Robert's Rules

Our governing documents do not require that we follow Robert's Rules, although the board has been following a simplified version of the rules. The board is getting its business done in an orderly manner and agreed it is not necessary for us to formally adopt Robert's Rules, given that we are a small organization and our procedures are quite simple.

### 4. Architectural Control Committee

The covenants provide for an Architectural Control Committee, which has not been active in the past few years.

Audrey Ichel and Margaret Staebell attended the meeting to express interest in serving on an architectural committee. Margaret served on such a committee for eight years in a previous association and explained how that committee had functioned. Kerry noted that having a defined process could help homeowners follow the rules. Margaret agreed to read the Declarations and Covenants and will get back to us with her interest level in serving on this committee. We will put this topic on next month's meeting.

The Landscaping Committee last met before the annual meeting and probably will not meet again until March, as the association prepares for the next growing season. Topics will include communications regarding spring walk through, homeowner deadlines for landscaping requests and completion of an online resource for suggested replacement plants and trees.

### 5. Architectural and landscape violations

In a prior meeting, Nicole advised the board that as soon as a violation is noticed, the homeowners should receive a letter indicating that they are not in compliance. The landscaping committee (when it conducted its walk-through this past summer) and some board members have observed problems, and those issues need to be turned over to Nicole for follow-up. The board agreed that we need to (1) be consistent and (2) respond quickly to violations. A list

of current violations will be sent to Cities Management for communication to homeowners.

6. New volunteer to serve on Investment Committee  
Bob Staebell volunteered to serve on the committee. Kerry will invited him to attend the meeting she plans to hold in November, after the budget is finalized. She wants to talk at the meeting about whether we need to continue holding a year's worth of expenses in cash, so that topic will be on the agenda.
7. Printed directory  
Homeowners who attended the annual meeting voted to have a printed directory. The suggestion was made to send a letter to all homeowners allowing them to opt out and, if they do not opt out, to indicate what information they want to be included. Larry will follow up with Cities Management.
8. 2017 budget  
Mark had emailed the final budget to board members. The board agreed to accept billing from Green Oasis that combines winter and summer billing (with sales tax applied only to the summer portion) and divides the sales tax by 12. Larry will follow-up with Green Oasis about changing the snow-reporting location to the Lake Elmo Airport. We received bids for kick-plate replacement, which is not included in the budget and not currently planned. Moved, seconded, and approved a motion to adopt the 2017 budget as prepared and to set 2017 dues at \$280/month.
9. Amur Maples  
The maples will be trimmed after the leaves have fallen. This item has already been budgeted and approved.
10. Removal of trees and trimming  
Ten trees were removed yesterday. One box elder will be removed but not until after the ground freezes, because heavy equipment must be driven across the lawn. All trees over the height of the eaves will be trimmed. Dead junipers will be removed soon.
11. Legal matters  
We should hear by the end of the month how much money we will receive from the home that was foreclosed.
12. Landscaping requests
  - 653577, 255 WCD: The unit had a damaged downspout. Larry had downspout material from an earlier project and replaced the damaged piece.
  - 653580, 255 WCD: Lose sidewalk drainage grates need to be screwed down. Larry will follow up.

Larry is going to check gutters by the end of the month and will put together a list of homes that need cleaning, so bids can be requested.

13. Investment Committee update

Kerry will schedule a meeting in November. She put out a call for agenda items.

- Revisit our current practice of keeping one year's expenses in cash
- Investment recommendations made by Mike Leverty
- 2017 reserve study timing

14. Audit

Mark communicated with Nicole about the fact that we have not yet received our audit. An accountant indicated they are still looking for documents that they need to submit. Mark is going to write to Cities controller and ask for a response on this matter.

15. Update on tax payments

See item II.8.

III. Agenda items for next meeting (November 15, 2016): Legal matters, Architectural Committee, printed directory, Investment Committee, audit and tax payment

IV. Next meeting

Tuesday, November 15, 2016, 6:15 p.m., Northwestern Mutual Union Community Room

V. Adjournment: The meeting adjourned at 7:47 p.m.

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Project Updates  
Tuesday, October 18, 2016 — 6:15 p.m.  
Northwestern Mutual — Hudson, WI

B. Project updates

1. Cracked sidewalk repairs completed @ 87 and 89 DWC.
2. Power wash, caulking, and sealing the bottom of two-story columns completed.
3. Thirty-four joint repairs completed.
4. Volunteer: repair of mailbox @ 129 DWC.
5. New owners: Welcome Julie and Brent Niccum, 83 DWC.  
New owners: Welcome Cindy and Gerald Fisher, 147 DWC.
6. PVC stacks repaired and painted @ 233 WCD, 177 WCD. Repainted stacks @ 57, 59, 55, 53 DWC.

**RED CEDAR CANYON TOWNHOUSE ASSOCIATION**  
**Treasurer's Report for September 2016**  
Submitted October 18, 2016

<b>RED CEDAR CANYON TOWNHOUSE ASSOCIATION</b>		
<b>Banking Report as of 9/30/16</b>		
<b>Reported 10/18/2016</b>		
Checking account Cities Mgt	starting balance	\$21,366.33
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$21,005.79
Reserve Savings account (Cities Mgt)	starting balance	\$82,672.35
	ending balance	\$90,471.74
Northwestern Mutual Reserve Account	starting balance	\$233,988.58
	ending balance	\$234,199.96
Total operating balance		\$21,005.79
Total reserves		\$324,671.70
<b>Total all funds</b>		<b>\$345,677.49</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
September Property Management	\$1,344.00	
4. GreensKeepers		\$7,530.77
September Contract	6,920.98	
Aeration and Overseeding	609.79	
Approved via email on 10/10/16		
5. New Richmond Tree Service		\$981.15
Approved via email on 10/10/16		

## **Owner Assessments**

As of 10/18/2016 there are 8 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 =	\$2,060.00
Over 30 days late =	\$1,048.00
Over 60 days late =	\$560.00
Over 90 days late =	\$8,330.00
 Total	 \$11,998.00

**Notes:** None

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - October 18, 2016				
Actuals until September 2016 Projections thru Dec 16				
Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-16	123,429.74	234,199.96	357,629.70	11,004.00
November-16	112,425.74	234,199.96	346,625.70	11,004.00
October-16	101,421.74	234,199.96	335,621.70	11,004.00
September-16	90,417.74	234,199.96	324,617.70	7,956.77
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