

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Minutes/Notes  
Tuesday, December 20, 2016 — 5:00 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 5:15 p.m. Present: Larry Williamson, president; Gene Hoff, vice president; Mark Meydam, treasurer; Beth Gaede, secretary. Absent: 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 reviewed and adopted unanimously.
- D. Approval of November 15, 2016, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

A. Treasurer's report

1. Banking

Mark indicated that all our accounts are in good order. Our checking account balance is now up to \$34,448.83. Moved, seconded, and approved: at the end of the year, to move all money in excess of \$15,000 to the reserve account.

2. Invoices and transfers

Cities sent invoices to the board on November 5, and the board approved payment via email. Invoices are listed in the treasurer's report.

3. Unit owner assessment status

The number of outstanding assessments has dropped. Motion made, seconded, and approved to write off \$7,430.55 as uncollectable, the balance due from a foreclosed unit. Mark asked Cities to check on another unit that is in arrears, and they will send a second delinquency notice.

4. Transfer of reserve funds

Transfer was made as budgeted. Mark prepared a report showing projections in our reserve accounts through 2017.

B. Project updates: See attached report.

C. Project discussions

1. Legal matters/review foreclosure debt

In several recent instances, Cities has not been aware that a unit has been sold or purchased or is being rented. Gene asked whether the county is aware that when a deed changes hands in the association, Cities must be notified. Larry will follow up with the register of deeds.

Sections 67 and 68 in our covenants specify the responsibilities of owners when they rent their unit. Larry pointed out these requirements to Cities, and they indicated Cities will communicate with homeowners about them.

Cities reported that two homeowners who sold their units owe the association money.

Larry asked Brent Johnson what recourse we have when homeowners owe the association significant amounts of money. In addition to the collection notice we currently send out, the association would be able to take homeowners to small claims court. The board agreed to wait and talk with Nicole about this option after she comes back from leave.

2. Worker's comp insurance  
Moved, seconded, and approved to obtain worker's comp insurance from American Family.
3. Brochure example (Gene)  
Discussion delayed until the January 17, 2017, meeting.
4. Late dues (Mark)  
Mark will ask Cities to write a letter to a delinquent homeowner indicating that the board is prepared to take him to small claims court.
5. Seller's guide/new buyers guide (Kerry)  
Discussion delayed until the January 17, 2017, meeting.
6. Snow plowing (Larry)  
Larry proposed sending the plowing specifications from our Green Oasis contract to homeowners, so they know when plowing and shoveling is supposed to be done. The board agreed this is a good idea.  
  
Beth will be point person for Darwin Novek, project manager for Green Oasis, for consultation about snow piles at the end of lanes, ice, or other issues. Mark will work with Beth as needed.
7. Directory  
Only 31 people responded to the survey about the directory, three indicating that they do not want their information shared. The board will revisit the matter in April, in case a door-to-door survey is needed.

- III. Agenda items for next month (January 17, 2017): legal matters, brochure example, seller's/new buyer's guide, audit/tax return
- IV. Next meeting: Tuesday, January 17, 2017, 5:00 p.m., Northwestern Mutual Community Room
- V. Adjournment: The meeting adjourned at 6:18 p.m.

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B. Project updates

1. Squeegee Squad cleaned a total of 65 townhouse gutters on 11/13–15. Some downspouts were plugged. All two-story units were reviewed.
2. New owner: Welcome Claudia & Terry Belisle, 201 WCD.  
Renter: Welcome Tracy Jones, 237 WCD.

**RED CEDAR CANYON TOWNHOUSE ASSOCIATION**  
**Treasurer's Report for November 2016**  
Submitted December 20, 2016

<b>RED CEDAR CANYON TOWNHOUSE ASSOCIATION</b>		
<b>Banking Report as of 11/30/16</b>		
<b>Reported 12/20/2016</b>		
Checking account (Westconsin and Cities Mgt)	starting balance	\$28,358.75
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$34,448.83
Reserve Savings account (Cities Mgt)	starting balance	\$101,485.76
	ending balance	\$112,500.56
Northwestern Mutual Reserve Account	starting balance	\$233,658.31
	ending balance	\$234,741.38
Total operating balance		\$34,448.83
Total reserves		\$347,241.94
<b>Total all funds</b>		<b>\$381,690.77</b>

**Bills and Transfers Requiring Board Approval**

1.	Transfer to Reserves	\$11,004.00
2.	American Family	\$3,057.00
3.	Cities Management	\$1,419.00
	November Property Management	1,419.00
4.	GreensKeepers	\$6,937.94
	December Contract	6,937.94
5.	New Richmond Tree Service	\$5,064.00
	General Trimming	3,481.50
	Tree Removal	1,582.50
6.	Quality Sealcoating	\$1,190.00
	Crack Filling	
7.	Lommen Abdo	\$357.50
	Legal Services	

## Owner Assessments

As of 12/20/2016 there are 8 property owners who are behind in their payments to the association. The total amount owed to the association is \$4,825.00. This is broken down as follows:

Less than 30 days late =	\$1,674.00
Over 30 days late =	\$798.00
Over 60 days late =	\$280.00
Over 90 days late =	\$2,073.00
 Total	 \$4,825.00

**Notes:** The board has written off the past due dues for the property that was foreclosed on. That amount was \$7,430.55. We were able to collect \$878.95 from this homeowner from the proceeds of the foreclosure sale.

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - December 20, 2016				
Actuals until November 2016 Projections thru Dec 17				
Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-17	219,073.56	234,741.00	453,814.56	11,004.00
November-17	208,069.56	234,741.00	442,810.56	11,004.00
October-17	197,065.56	234,741.00	431,806.56	11,004.00
September-17	186,061.56	234,741.00	420,802.56	11,004.00
August-17	175,057.56	234,741.00	409,798.56	11,004.00
July-17	164,053.56	234,741.00	398,794.56	8,354.00
June-17	155,699.56	234,741.00	390,440.56	11,004.00
May-17	144,695.56	234,741.00	379,436.56	11,004.00
April-17	133,691.56	234,741.00	368,432.56	-22,825.00
March-17	156,516.56	234,741.00	391,257.56	11,004.00
February-17	145,512.56	234,741.00	380,253.56	11,004.00
January-17	134,508.56	234,741.00	369,249.56	11,004.00
December-16	123,504.56	234,741.00	358,245.56	11,004.00
November-16	112,500.56	234,741.00	347,241.56	12,097.49
October-16	101,485.76	233,658.31	335,144.07	10,526.37
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