

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Minutes/Notes
Tuesday, January 17, 2017 — 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 5:06 p.m. Present: Larry Williamson, president (by phone); Gene Hoff, vice president (by phone); 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 reviewed and adopted unanimously.
- D. Approval of December 20, 2016, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

A. Treasurer's report

1. Banking

Cities did not post financials, because the 15th was over the weekend. Mark will update the board when he gets information.

2. Invoices and transfers

Most payments are regular monthly charges. Cities charged us for end-of-year mailing expenses. We will get most of the \$900 for workers comp insurance back at the end of the year if there are no claims.

3. Unit owner assessment status

One homeowner is more than \$3000 in arrears, and an attorney has sent them a letter about their delinquency. Mark will talk with Cities about the specifics of this letter but recommends the board not let this go much longer without legal action. He will advise the board via email if we need to act before the next board meeting. Moved, second, and approved to pay items 1 through 5.

B. Project updates: See attached report.

C. Project discussions

1. Brochure example (Gene)

Kerry noted that the sample Gene provided reads like a legal document and is basically a summary of the association covenants, although because it's shorter than the covenants, people might be more likely to read it. Larry said that in his

conversations with homeowners, he has found that most homeowners do not read the covenants. Kerry will talk to Nicole about developing a similar brochure for our association.

2. Seller's guide/new buyers guide (Kerry)

Kerry distributed a checklist she created with just a few items for both sellers and buyers. We need a way to communicate with homeowners apart from the actual sale and purchase, because there's too much of a lag before Cities Management knows a unit has been sold. Kerry will work with Nicole on a second draft of the guide, with the goal of sending the guide to all homeowners in March.

3. Legal matters/review foreclosure debt

The board discussed how much information can and should be passed on to association members when homeowners are in arrears. The board believes that in the recent foreclosure case, we took all the steps legally available to the association and passed on all information that was publically available.

4. Audit/tax return

Mark talked with Cities Management shortly after our December meeting about documents the auditor was asking for. He hasn't heard anything since then, although he requested an update. He will continue to pursue the matter.

5. Weather reporting, Roberts (Beth)

According to the NOAA website, Roberts reported 25.8 inches of snow from November 1 through January 15.

6. Winter plowing issues

Green Oasis has been doing a great job of plowing and shoveling in a timely manner. We've spent \$2,500 of our budgeted \$5,000 for snow/ice control.

III. Agenda items for next month (February 21, 2017): legal matters, sellers/buyers guide, Nicole's involvement in our monthly meetings, reserve study, audit

IV. Next meeting: Tuesday, February 21, 2017, 5:00 p.m., Northwestern Mutual Community Room

V. Adjournment: The meeting adjourned at 5:55 p.m.

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B. Project updates

1. Welcome to the new owner @ 65 DWC, Clemma Nash.
2. Seventeen fire hydrants cleared of snow, per Green Oasis contract.
3. Salting/sanding DWC and WCD lanes and sidewalks:
 - 12/27/2016, 150 lbs ice melt applied to sidewalks to treat icy patches at a cost of \$195.00. Five tons of salt/sand applied to the lanes at a cost of \$1,000.
 - Special visit to clear sidewalks that City of Hudson plow pushed snow onto after they had been cleared two days prior at a cost of \$60.00.
 - 1/6/2017, Six tons of salt/sand applied to lanes and mailbox areas at a cost of \$1,200.

RED CEDAR CANYON TOWNHOUSE ASSOCIATION
Treasurer's Report for December 2016
Submitted January 17, 2017

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 12/31/16		
Reported 1/17/2017		
Checking account (Westconsin and Cities Mgt)	starting balance	\$34,448.83
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$22,946.37
Reserve Savings account (Cities Mgt)	starting balance	\$112,500.56
	ending balance	\$133,871.36
Northwestern Mutual Reserve Account	starting balance	\$234,741.38
	ending balance	\$235,881.08
Total operating balance		\$22,946.37
Total reserves		\$369,752.44
Total all funds		<u>\$392,698.81</u>

Bills and Transfers Requiring Board Approval

1.	Transfer to Reserves		\$11,004.00
2.	American Family		\$3,057.00
3.	Cities Management		\$1,660.00
	January Property Management	1,419.00	
	Postage and printing	241.00	
4.	GreensKeepers		\$9,392.94
	December Contract	6,937.94	
	12/27 Salt Lanes	1,000.00	
	12/19 Special Visit snow	60.00	
	12/27 Salt Sidewalks	195.00	
	1/5 Sand and Salt Lanes	1,200.00	
5.	American Family		\$900.00
	Workmen's Comp Policy		

Owner Assessments

As of 1/17/2017 there are 10 property owners who are behind in their payments to the association. The total amount owed to the association is \$5,069.40. This is broken down as follows:

Less than 30 days late =	\$1,623.40
Over 30 days late =	\$813.00
Over 60 days late =	\$280.00
Over 90 days late =	\$2,353.00
Total	\$5,069.40

Notes:

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - January 17, 2017				
Actuals until December 2016 Projections thru Dec 17				
Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-17	229,440.36	235,881.08	465,321.44	11,004.00
November-17	218,436.36	235,881.08	454,317.44	11,004.00
October-17	207,432.36	235,881.08	443,313.44	11,004.00
September-17	196,428.36	235,881.08	432,309.44	11,004.00
August-17	185,424.36	235,881.08	421,305.44	11,004.00
July-17	174,420.36	235,881.08	410,301.44	8,354.00
June-17	166,066.36	235,881.08	401,947.44	11,004.00
May-17	155,062.36	235,881.08	390,943.44	11,004.00
April-17	144,058.36	235,881.08	379,939.44	-22,825.00
March-17	166,883.36	235,881.08	402,764.44	11,004.00
February-17	155,879.36	235,881.08	391,760.44	11,004.00
January-17	144,875.36	235,881.08	380,756.44	11,004.00
December-16	133,871.36	235,881.08	369,752.44	22,510.88
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