

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Minutes/Notes
Tuesday, March 21, 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 5:00 p.m. Present: Larry Williamson, president (via phone); Gene Hoff, vice president (via phone); Mark Meydam, treasurer; Beth Gaede, secretary; Kerry Geurkink, member-at-large. Guests: Nicole Battles, Cities Management; Audrey Ichel (41 DWC) and Bob 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 reviewed and adopted unanimously.
- D. Approval of February 21, 2017, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

A. Treasurer's report

1. Banking

We continue to build our savings account. A check is on the way to move money from checking to our Northwestern Mutual account, per last month's board decision.

2. Invoices and transfers

Most of the bills are the same as other months. Moved, seconded, and approved to pay bills and transfers requiring board approval.

3. Unit owner assessment status

Overdue assessments went down about \$300. One unit owner is in collections and has agreed to pay overdue fees by the end of April.

B. Project updates: No updates.

C. Project discussions

1. Legal matters

No issues are pending.

2. Collection process for overdue assessments

Ten units are in arrears, but only one is in collections. If the late payments owed by the homeowner in collections have not been received by May 1, the attorney will contact Nicole. Late fees and attorney fees are also being charged to the account. Mark and Nicole communicate regularly about outstanding amounts.

3. Crack filling/patching/sealcoating (Larry)
Larry asked Cities Management to contact Quality Sealcoating to get on their schedule. Last fall, Quality identified \$28,000 worth of work that needed to be done. The board budgeted \$33,000, to be paid out of reserve funds. Any increase in cost must be approved by the board. Quality must inspect for additional damage from plowing. Sealing and crack filling is needed in a number of spots. Patching must be done along unit walls next to the driveways. Larry will be the contact person for this project and will send Nicole his notes about what work needs to be done. Nicole will send Quality notes she has about needed work that has been reported by homeowners.
4. Mailbox research (Larry)
Reserve study item 4.600 lists \$46,335 for mailbox repair and maintenance, with the first work to be done in 2020. Larry is going to get costs for repair of our current boxes versus replacement with metal cluster boxes mounted on concrete slabs (following specs set by the US Postal Service). Cluster boxes would be paid for by the USPS, but slabs would be the responsibility of either the townhouse or overall association. Larry will meet with the postmaster to identify locations for slabs. He will also talk with the overall association about mailbox replacement. Nicole asked Larry to check with the postmaster about the process for handing out keys.
5. Irrigation covers, startup date (Larry)
Larry would like city meters set up by April 20, weather permitting. All plow-damaged grass should be repaired by the end of April. The irrigation system should be running by May 1. Aaron, Nature's Touch, will create a list of sprinkler heads damaged by the snow contractor or that need repair. Cities Management will ask Nature's Touch for a new contract. Larry will get a quote for the cost of painting the meter cover at station B.
6. Spring walk-through (Larry)
By the next board meeting, Larry would like to invite volunteers to participate in the walk-through. To be checked: downspout and gutter repair; sidewalk repair; soffit repair; garage door damage; pet damage. A walk-through date will be selected after Larry gets back from California. Larry will also meet with Darwin of Green Oasis to look at plow damage and make a plan for reseeding and other repairs.
7. Reserve study (Mark)
Mark reviewed past reserve studies and noted that we have been saving money for some items that our attorney has determined are homeowner responsibility: replacement of doors, garage doors, skylights, and windows. We will leave mailboxes on our project list until it is determined that they will not be our expense. Responsibility needs to be checked for exterior vents, drainage grates, and lamp posts. Mark also suggested that we consider adding to the study the cost of installing concrete pads in front of garage doors. Mark will sign the contract with Reserve Advisors and begin sending them the data they require before beginning the study. Moved, seconded, and approved to alter the list of items to be covered by reserve funds as discussed.

8. Short-term rental

Nicole pointed out that our association covenants prevent homeowners from renting their unit for fewer than 30 days and from renting less than the entire unit. We need to determine a process for enforcing this provision. Moved, seconded, and approved that a fine of \$1000 per day will be assessed to homeowners who violate this covenant provision. Homeowners will be notified via broadcast email.

9. Organization of our policies and forms (Beth, Nicole)

Beth reviewed documents on the current website and made several minor suggestions for renaming and reorganizing items. Nicole will add tables of contents to PDFs of collected documents and will also post documents and forms individually. Mark suggested we also establish a shared drive where we can store and locate all our documents, but Nicole explained that Cities keeps scans of all documents on its server.

10. Association directory (Kerry)

As of today, 65 homeowners have said they would like to be listed in a directory. Six do not want their information published. We have not heard from 41. Moved, second, and approved that we send a printed directory to all homeowners with a short note saying, "If you would like to be in next year's directory, please contact Cities Management." Cities Management will take care of printing and mailing.

11. Weather reporting, Roberts (Beth)

Season to date, we have had 37.3 inches of snow.

III. Agenda items for next month (April 20, 2017): legal matters, tree removal/replacement, mulch, townhouse sale transition issues, spider mite and fungus treatments of trees, seeding damaged lawns, aerating lawns, Investment Committee report, picnic at Weitkamp Park pavilion, reserve study

IV. Next meeting: Tuesday, April 20, 2017, 6:00 p.m., County Market Community Room

V. Adjournment: The meeting adjourned at 6:43 p.m.

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Board of Directors Meeting Project Updates
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B. Project updates

1. Request ID 110523, 177 WCD, for new Anderson windows with proper installation and exterior color specification approved by board via email.
2. 2016 tax document and audit were been signed by two board members and mailed to Cities Management.
3. Request ID 666639, 123 DWC, for mailbox repair was completed @ \$92.69. New mailbox and 1x8 pine board replaced.

RED CEDAR CANYON TOWNHOUSE ASSOCIATION
Treasurer's Report for February 2017
Submitted March 21, 2017

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 2/28/17		
Reported 3/21/2017		
Checking account (Westconsin and Cities Mgt)	starting balance	\$29,489.08
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$30,673.43
Reserve Savings account (Cities Mgt)	starting balance	\$144,889.49
	ending balance	\$155,907.26
Northwestern Mutual Reserve Account	starting balance	\$237,559.12
	ending balance	\$240,034.51
Total operating balance		\$30,673.43
Total reserves		\$395,941.77
Total all funds		\$426,615.20

Bills and Transfers Requiring Board Approval

- | | |
|--|-------------|
| 1. Transfer to Reserves | \$11,004.00 |
| 2. American Family | \$3,192.69 |
| 3. Cities Management
February Property Management | \$1,419.00 |
| 4. GreensKeepers
February Contract | \$6,937.94 |
| 5. Michael Mullen, CPA
2015 Audit and tax preparation | \$1,190.00 |

Owner Assessments

As of 3/20/2017 there are 10 property owners who are behind in their payments to the association. The total amount owed to the association is \$6,160.00. This is broken down as follows:

Less than 30 days late =	\$2,109.00
Over 30 days late =	\$745.00
Over 60 days late =	\$393.00
Over 90 days late =	\$2,913.00
 Total	 \$6,160.00

Notes:

Per the board motion in November 2016 to transfer funds from reserve savings to reserve investment when the reserve savings balance is above \$100,000, we are transferring \$50,000 from the reserve savings account at Cities Management to the Northwestern Mutual investment account in March.

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - March 21, 2017				
Actuals until February 2017 Projections thru Dec 17				
Month	Reserve Money Market Acct	Reserve Investment Acct	Total	Change from previous month
December-17	229,468.26	240,034.51	469,502.77	11,004.00
November-17	218,464.26	240,034.51	458,498.77	11,004.00
October-17	207,460.26	240,034.51	447,494.77	11,004.00
September-17	196,456.26	240,034.51	436,490.77	11,004.00
August-17	185,452.26	240,034.51	425,486.77	11,004.00
July-17	174,448.26	240,034.51	414,482.77	8,354.00
June-17	166,094.26	240,034.51	406,128.77	11,004.00
May-17	155,090.26	240,034.51	395,124.77	11,004.00
April-17	144,086.26	240,034.51	384,120.77	-22,825.00
March-17	166,911.26	240,034.51	406,945.77	11,004.00
February-17	155,907.26	240,034.51	395,941.77	13,493.16
January-17	144,889.49	237,559.12	382,448.61	12,696.17
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