

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Minutes/Notes
Thursday, April 20, 2017 — 6:00 p.m.
Count Market Community Room — 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 6:00 p.m. Present: Larry Williamson, president; Gene Hoff, vice president (via phone); Mark Meydam, treasurer; Beth Gaede, secretary. Absent: Kerry Geurkink, member-at-large. Guests: Nicole Battles, Cities Management (via phone).
- B. Proof of meeting notice: Notice of meeting and agenda sent to board members in advance; no objections.
- C. Agenda adoption: Agenda amended and reviewed and adopted unanimously.
- D. Approval of March 21, 2017, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

A. Treasurer's report

1. Banking

Changes in our reserve account balance reflect the fact that we moved money from our savings account to our investment account.

2. Invoices and transfers

We received the quarterly garbage bill, which board members reviewed before the meeting. Moved, seconded, and approved to pay invoices and transfers as noted in the report.

3. Unit owner assessment status

The property owner who was behind has caught up. No one is in collections. Thanks to Nicole for working with Cities attorneys to get caught up.

B. Project updates: No updates.

C. Project discussions

1. Approving invoices (Mark)

Mark has been authorized to use Cities Management "Lock Box." Mark proposed that he and Larry be authorized to jointly approve payment of all invoices under \$500. He also proposed that invoices for services that went out to bid be paid without board approval. Larry proposed that on the treasurer report, Mark list bills that were paid and mark them "paid." Mark will proceed as discussed.

2. Attaching light fixture to garage (All)
A homeowner (59DWC) proposed mounting a light fixture in a recessed fixture on the garage. The light would have a detector on it that would keep the light on when it's dark. Moved, seconded, and approved to permit the fixture, provided the bulb produces no more lumens than those of a 60-watt light bulb. The homeowner must also submit the association's architectural modification request form to provide a record of this change.
3. Fence without brick columns on patios (All)
Homeowners at 51DWC and 59DWC asked to install fences around their patio with metalwork that matches current fences but without the brick pillars. The board will select a vendor, fencing materials, and a design that homeowners will be required to use for patio fences, now that matching bricks are no longer available.
4. Legal matters (All)
There are no outstanding issues.
5. Tree removal/replacement/Landscaping committee (Kerry, Larry)
Larry met with New Richmond Tree Service to review status of tree and stump removal and tree replacement. Fourteen trees and 14 stumps are to be removed (half of each left over from last year), and nine trees are to be replaced. NRTS will provide a detailed bid for replacements.

The landscaping committee created lists of specific perennials, shrubs, and trees that homeowners may choose from. The board will review the lists and approve a final list of options. The committee is going to review junipers and bushes to be cut down. Green Oasis will trim several large pines to facilitate mowing, per their contract. Larry has also been talking with owners about tree/shrub replacements.
6. Mulch project (Larry)
RCCTA has received two bids for mulch—from Green Oasis (72 cu. yd.) and Willow River (85 cu. yd.). Willow River will credit the association for leftover mulch. Both bids came in under our \$10,000 budget. Moved, second, and approved to approve Willow River's bid of \$7,463.08. Mark suggested the board ask for bids on mulching around trees that are not next to houses.
7. Townhouse sale transition issues (All)
Larry has started to work with Realtors who are handling sales, so brick will be inspected before sales are finalized and those selling will be responsible for any repairs.
8. Seeding damaged lawns/verses hydroseeding (All)
Green Oasis bid \$2,546.94 for hydroseeding. Moved, seconded, and approved to accept the bid. This work will be paid for out of operating funds.

9. Aerating lawns (Larry)
Green Oasis will do this work in the fall (quote: \$2,500). Three weeks before the work is to be done, Cities will send a broadcast message notifying homeowners who have invisible fences that they will need to have their fences flagged. Without flags, Green Oasis will not work on that lawn.
10. Investment committee report (Kerry)
Delayed until May meeting.
11. Picnic at Weitkamp Park pavilion (Kerry)
Delayed until May meeting.
12. Reserve study (Mark)
Mark contacted Reserve Advisors, and they expect to begin work in mid May and will send us study results in time for fall budgeting. Mark asked for a second bid that includes extending concrete aprons in front of garages.
13. Pets (All)
Delayed until May meeting.
14. Spider mite and fungus treatments of trees (Larry)
Last fall Save-a-Tree gave us a quote of \$700 for two treatments, weather permitting. Moved, seconded, and approved to accept this quote.
15. Townhouse address sign DWC (Larry)
Larry got a quote for repairing an address sign post. Green Oasis will do the work for about \$100 less. Moved, seconded, and approved to have Green Oasis replace the post. Larry will order the materials and submit and invoice for the costs.
16. Concrete brick work/sidewalk/tuck pointing (Larry)
Larry requested one quote and will request a second for brick and sidewalk work identified in a walk-through.
17. Mail cluster-box units (CBUs) (Larry)
Larry has been talking about mailboxes with the boards of other associations in Red Cedar Canyon. Our reserve study advises that boxes and posts be replaced within 20 years of construction. He outlined the current number of posts/boxes and their condition. Larry met with the postmaster, and together they identified sites for placement of nine CBUs. The association would pay for cement slabs and disposal of current posts and boxes (\$5,398), and the USPS would pay for the new boxes. The CBUs would require much less ongoing maintenance than our current boxes. Discussion with the other association boards is ongoing.

18. Spring walk-around

Larry wants to set up a date and two recruit two or three volunteers to assist. The walk-around doesn't need to be as detailed as other years, because the reserve study team will be reviewing everything.

19. Directory (All)

Delayed until May meeting.

20. Sealcoating

Larry received a quote, based on a recent inspection, from Quality Sealcoating for sealcoating high-traffic lanes (two coats), crack repair, repair between driveways and houses, crack repair along garage aprons, pothole patchwork for \$33,520. We budgeted \$33,000. Moved, seconded, and approved to accept the bid. The work will be paid for out of the reserve account.

III. Agenda items for next month: legal matters, landscaping requests, investment committee report, picnic at Weitkamp Park pavilion, pets, concrete brick work/sidewalk/tuck pointing

IV. Next meeting: Thursday, May 18, 2017, 6:00 p.m., County Market Community Room

V. Adjournment: The meeting adjourned at 8:06 p.m.

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B. Project updates

1. Meeting was held April 12th with Green Oasis two managers. Review of winter/summer specifications, including plowing damage.

RED CEDAR CANYON TOWNHOUSE ASSOCIATION

Treasurer's Report for March 2017

Submitted April 20, 2017

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 3/31/17		
Reported 4/20/2017		
Checking account (Westconsin and Cities Mgt)	starting balance	\$30,673.43
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$42,505.95
Reserve Savings account (Cities Mgt)	starting balance	\$155,907.26
	ending balance	\$116,924.73
Northwestern Mutual Reserve Account	starting balance	\$240,034.51
	ending balance	\$289,927.42
Total operating balance		\$42,505.95
Total reserves		\$406,852.15
Total all funds		\$449,358.10

Bills and Transfers Requiring Board Approval

1. Transfer to Reserves \$11,004.00
2. American Family \$3,192.69
3. Cities Management \$1,419.00
February Property Management
4. GreensKeepers \$6,937.94
March Contract
5. Advanced Disposal \$3,738.22
April thru June refuse service

Owner Assessments

As of 4/18/2017 there are 6 property owners who are behind in their payments to the association. The total amount owed to the association is \$1,568.00. This is broken down as follows:

Less than 30 days late =	\$1,210.00
Over 30 days late =	\$295.00
Over 60 days late =	\$63.00
Over 90 days late =	\$0.00
 Total	 \$1,568.00

Notes:

- \$50,000 was transferred in March from the Reserve savings account to the Reserve investment account.

- We have made significant progress on collecting the past due assessments. Thank you to all homeowners for keeping your account current.

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - April 20, 2017				
Actuals until March 2017 Projections thru Dec 17				
Month	Reserve Savings Acct	Reserve Investment Acct	Total	Change from previous month
December-17	179,481.73	289,927.42	469,409.15	11,004.00
November-17	168,477.73	289,927.42	458,405.15	11,004.00
October-17	157,473.73	289,927.42	447,401.15	11,004.00
September-17	146,469.73	289,927.42	436,397.15	11,004.00
August-17	135,465.73	289,927.42	425,393.15	11,004.00
July-17	124,461.73	289,927.42	414,389.15	8,354.00
June-17	116,107.73	289,927.42	406,035.15	11,004.00
May-17	105,103.73	289,927.42	395,031.15	11,004.00
April-17	94,099.73	289,927.42	384,027.15	-22,825.00
March-17	116,924.73	289,927.42	406,852.15	10,910.38
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