

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Minutes/Notes  
Thursday, May 18, 2017 — 6:00 p.m.  
County 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; Kerry Geurkink, member-at-large. Guests: Nicole Battles, Cities Management (via phone); Janet Quinto (95 DWC) and Gretchen Trevnick (59 DWC).
- 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 April 20, 2017, minutes/notes: Minutes/Notes were previously approved via email and posted on website.

II. Agenda items

- A. Treasurer's report
  - 1. Banking  
Mark reported there are no anomalies.
  - 2. Invoices and transfers  
City of Hudson water bill was approved via email, because the due date was before this meeting. Moved, second, and approved to pay invoices and transfers 1 through 5, as listed on treasurer's report.
  - 3. Unit owner assessment status  
Seven owners are behind for a total of \$2713. \$2,340 is less than 30 days overdue, most likely due to property turnovers.

NOTE: \$25,000 will be transferred in June to our Northwestern Mutual investment account.

- B. Project updates: See attached.

C. Project discussions

- 1. Legal matters  
No issues required discussion.

2. Investment Committee (Kerry)

The Investment Committee would like to diversify the reserve fund with Northwestern Mutual in accordance with recommendations made by Mike Leverty. This allocation does not change the moderately conservative profile in the current Investment Policy Statement.

Mike Leverty's firm is moving to an investment advisory platform and will not service brokerage accounts, such as the one that is currently being managed for the RCCTA Reserve Fund. The committee needs to explore options, including moving to an investment advisory platform with this same firm or moving to another firm. Kerry will do some cost-benefit analysis for the board, but she believes advisors generally charge about 1% per year.

Moved, seconded, and approved to accept Mike's recommendations for diversifying the association's current investments, and to develop a process to request proposals from investment advisory firms.

3. RCCTA landscaping, current state (Kerry)

Kerry distributed an analysis of current landscaping in the association. She is concerned about lack of clarity about landscaping and future costs for maintenance. Moved, second, and approved to adopt the guidelines for modifying landscaping within the mulch area, distributed to homeowners on May 11, 2017.

4. Landscaping and architectural requests/modifications

- Janet Quinto (95 DWC): An association tree fell on a fence next to her house. Homeowner will submit a landscaping modification request form for repair of the fence.
- Gretchen Trevnick (59 DWC): Gretchen and her husband submitted a request to install a patio fence. She researched fencing and found two possibilities that she believes would be higher quality than the original fencing. She asked whether (1) the board would permit an aluminum fence; (2) they could put in frost footings, rather than anchor bolts, as recommended by contractors they've talked with; (3) they can hire their own contractor, as long as the person is licensed and bonded.

The board agreed that any decisions about fencing need to establish the standard for new and replacement fences for the association. Nicole suggested the board (1) request a sample of the fencing material, (2) ask the vendor for a drawing for the overall design; (3) check with the City of Hudson about relevant codes. Gene will oversee the project.

Larry reviewed all outstanding modification and maintenance requests.

- 109 DWC: Approved for a period of one year.
- 123 DWC: Nicole will contact the owner and determine why they need a dumpster. Approved, dependent on placing wood under the dumpster, and provided the work is done after July 4.

- 41 and 51 DWC: Driveway lane damage will be repaired after July 4.
- 153 WCD: Vent was repaired; item can be closed out.
- 123 DWC: Mailbox was repaired; item can be closed out.
- 255 WCD: Sidewalk grates were repaired; item can be closed out.
- 195 WCD: Sidewalk repair; Larry is getting a quote.
- 201 WCD: Shrub and tree maintenance conducted; item can be closed out.
- 177 WCD: Broken brick; need quote.
- 153 WCD: Sidewalk repair; Larry is getting quote.
- 157 WCD: Dead tree removed last fall; item can be closed out.
- 217 WCD: Removed dead tree last fall; close out.
- 235 WCD: Shrubs replace last fall; close out.
- 129 DWC: Request approved.
- 73 DWC: Edging to be repaired or replaced.
- 195 WCD, 59 DWC, 251 WCD: Faucets needs to be replaced. Vendor gives a price break when multiple faucets are replaced on one trip, and Nicole will arrange.
- 217 WCD: Shrub replacement is included on list of work to be done.
- 221 WCD: Downspouts damaged when a homeowner moved out; Nicole will give Larry information about charges and arrangements with Cities.

Larry noted that many problems the landscaping committee recorded in its walk-through have already been addressed by the board or are scheduled to be dealt with.

5. Tree replacement/Landscaping committee (Larry)
 

Larry distributed a list of trees to be planted (replacing trees that were removed last fall). Cost to the association when be \$2,418.64, with homeowners covering and additional \$487.79 (when cost of an individual tree exceeds \$280). Moved, seconded, and approved to proceed with this replacement plan. Additional removals and replacements will be pursued in the coming months.
6. Picnic @ Weitcamp Park (Kerry)
 

The board agreed to host a potluck picnic. Nametags will be provided, and a mixer will be held to encourage conversation.
7. Pets (All)
 

The board is going to explore pet regulations established by the City of Hudson.
8. Mail cluster-box units (CBUs) (Larry)
 

Mailboxes, paid for by the United States Postal Service, would cost \$14,000. Slabs, paid for by the association, would cost \$4,150. Installation of the boxes by a private contractor (quote requested) and \$240 for a Dumpster for ten days would also be association expenses. New boxes would be installed before the old ones are removed. Moved, seconded, and approved to set aside \$6,000 for mailbox replacement.

9. Maintenance and architectural change requests  
No report.

10. Irrigation station C (Larry)

Station C, in front of a home, is unsightly and difficult for Nature's Touch to work around. Larry suggested the pipes could be lower, so a smaller cover would be adequate.

11. Exterior trim under patio doors (Larry)

Larry got a bid for \$6,622 to replace the kick plates under patio doors, although most are still in good repair. This project will be discussed when the 2018 budget is prepared.

12. Soffit repairs

Larry got a quote from Brian Pechacek for repairing soffits, some of which squirrels have entered.

III. Agenda items for next month: legal matters, landscaping requests, sidewalk repair, wall repair, association directory, annual meeting planning, reserve study

IV. Next meeting: Thursday, June 22, 2017, 6:00 p.m., County Market Community Room

V. Adjournment: The meeting adjourned at 8:20 p.m.

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Project Updates  
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B. Project updates

1. Leaking hydrant at water station C. This hydrant connects to the city water meter, and maintenance is an association responsibility. Repaired on May 11, 2017.
2. Welcome to new owners @ #243WCD, Jane and Don Logue.
3. Welcome to new owners @ #71DWC, Barry and Jo Sittlow.
4. All winter lawn damage was repaired with hydro seeding on May 12, 2017. RCCTA would appreciate owners watering seeded areas they can reach with hose.
5. Mulch completed on May 15th, 2017, at the following addresses: 263, 261, 259, 257, 255, 253, 251, 249, 247, 245, 243, 239, 237, 235, 233, 231, 229, 225, 223, 221, 219, 217, 215, 213, 211, 209, 207, 203, 201, 199, 197, 195, 193, 191, 189 West Canyon Drive.
6. Gutter, downspouts, and soffit were damaged by previous owner moving out @ 237WCD. This townhouse went into foreclosure. Larry is getting a quote for repairs.
7. ID 117667, owner @ 95DWC asked to uncap irrigation head and replace with new head @ owners cost. Project approved by the board.
8. Water pressure in the irrigation system has been increased as of May 14th.

# RED CEDAR CANYON TOWNHOUSE ASSOCIATION

## Treasurer's Report for April 2017

Submitted May 16, 2017

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 4/30/17		
Reported 5/16/2017		
Checking account (Westconsin and Cities Mgt)	starting balance	\$42,505.95
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$45,666.76
Reserve Savings account (Cities Mgt)	starting balance	\$116,924.73
	ending balance	\$127,940.70
Northwestern Mutual Reserve Account	starting balance	\$289,927.42
	ending balance	\$291,098.41
Total operating balance		\$45,666.76
Total reserves		\$419,039.11
<b>Total all funds</b>		<b>\$464,705.87</b>

### 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. City of Hudson \$1,670.74  
January thru March water bills  
Approved previously via email

## **Owner Assessments**

As of 5/18/2017 there are 7 property owners who are behind in their payments to the association. The total amount owed to the association is \$2,713.00. This is broken down as follows:

Less than 30 days late =	\$2,340.00
Over 30 days late =	\$295.00
Over 60 days late =	\$78.00
Over 90 days late =	\$0.00
 Total	 \$2,713.00

### **Notes:**

- \$25,000 will be transferred from our Reserve Savings account to our Northwestern Mutual investment account in June.

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - May 18, 2017				
Actuals until April 2017 Projections thru Dec 17				
Month	Reserve Savings Acct	Reserve Investment Acct	Total	Change from previous month
December-17	213,322.70	291,098.41	504,421.11	11,004.00
November-17	202,318.70	291,098.41	493,417.11	11,004.00
October-17	191,314.70	291,098.41	482,413.11	11,004.00
September-17	180,310.70	291,098.41	471,409.11	11,004.00
August-17	169,306.70	291,098.41	460,405.11	11,004.00
July-17	158,302.70	291,098.41	449,401.11	8,354.00
June-17	149,948.70	291,098.41	441,047.11	11,004.00
May-17	138,944.70	291,098.41	430,043.11	11,004.00
April-17	127,940.70	291,098.41	419,039.11	12,186.96
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