

Red Cedar Canyon Townhouse Association (RCCTA)
Board of Directors Meeting Minutes/Notes
Thursday, September 21, 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; Mark Meydam, treasurer; Beth Gaede, secretary; Kerry Geurkink, member-at-large. Guest: Nicole Battles, Cities Management.
- B. Proof of meeting notice: Notice of meeting and agenda sent to board members in advance; no objections.
- C. Agenda adoption: Agenda reviewed, and item 6 added. Agenda adopted unanimously.
- D. Approval of August 17, 2017, minutes/notes: Updates were previously approved via email and posted on the Cities Management website.

II. Agenda items

A. Treasurer's report

1. Banking

No comments.

2. Invoices and transfers

Items 1 through 4 are routine. Nature's Touch invoice included damage from fence installation. Sealcoating and lawn repairs had previously been approved. RCCTA will be reimbursed for Lunning Concrete invoice by the RCC Homeowner's Association. (Nicole hopes mailboxes will be ordered this next week.) Motion made to pay all invoices, with the exception of the charge to repair the irrigation head, which will be charge back to the homeowner.

3. Unit owner assessment status

Overdue assessments have dropped about \$2000 since last month. A homeowner requested that late fees be waived. Moved, seconded, and approved to revisit the request once the overdue amounts have been paid.

4. Reserve fund

The fund has been essentially flat, due to bond market performance. (Most of our investments are in bonds.)

B. Project updates: See attached report.

C. Project discussions

Items not included in the agenda

- *Gutter replacement* at 237 and 221 WCD (discovered on the spring walkaround). Bid: \$350. Moved, seconded, and approved to repair the gutters.
- *Gutter cleaning*: Moved, seconded, and approved to accept the bid from Stay Glassy for \$2800.

1. 2018 budget and reserve study

Bids were obtained for possible 2018 projects.

- *Spider mite treatment*: 56 trees have spider mites. Bid for three treatments: \$2625
- *Shrub removal*: The landscaping committee determined that 71 shrubs need to be removed. Bid for removal only: \$963.44. Estimate for replacement: \$3500.
- *Hydroseeding winter damage at end of 16 lanes*: Bid for \$5275
- *Lane/driveway repair*: Estimate for \$1500
- *Dryer vent cleaning*: Bid from Cities Management for \$2352. Moved, seconded, and approved to accept the bid.
- *Property insurance*: Moved, second, and approved to accept the bid from Travelers Insurance for \$32,688. Deductible will remain at \$10,000. Nicole will inform homeowners and send them documentation for review with their personal insurance agent.

Moved, seconded, and approved to adopt the budget as developed by the board.

Budget details will be shared at the annual meeting next week. The monthly dues will be \$290 in 2018.

Reserve study: The study report will be posted on the Cities Management website.

2. Annual meeting

The board determined it is ready for the meeting, so no further discussion was needed.

3. Legal matters/fines

Moved, seconded, and approved to impose a \$25/day fine beginning 72 hours after Cities Management sends the homeowner a third notice of a violation. Homeowners will be responsible for notifying Cities Management when they are compliant.

4. Landscaping

Landscaping issues were covered in the budget discussion.

The board will ask Nicole to send out a notice to homeowners on the upcoming aeration project. Lawns will be aerated on October 19. Homeowners that have invisible fences must have their fence marked by that date. Nature's Touch will flag sprinkler heads that are not next to mulch beds.

5. Cities Management website (Kerry)
Deferred until the October meeting.
 6. Update on reserve fund advisor search
Kerry has received several responses her request for information from potential financial advisors. She will continue to gather responses.
- III. Agenda items for next board meeting: outstanding items from annual meeting, legal matters, landscape requests, audit, update on tax payments, Cities website, new Cities service for collections for delinquent accounts
- IV. Next regular meeting: Thursday, October 19, 2017, 6:00 p.m., County Market Community Room
- V. Adjournment: The meeting adjourned at 8:20 p.m.

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B. Project updates

1. Nature's Touch Irrigation repaired valve below 45 WCD that was leaking inside valve box. Repair consisted of digging up valve box, pumping water out, isolating the valve, and replacing it at a cost of \$300 to 400. Station A on WCD was shut down for two days to complete this project.
2. On August 30 Green Touch Lawn treated lawns at 263, 261, 257, 253, and 251 WCD for grubs, adding black dirt and hydroseeding.
3. Red Cedar Canyon Homeowners Association's legal advisors have determined that the overall association is responsible for maintenance, repair, and replacement costs of all residents' mailboxes. The new mailboxes (cluster box units, CBUs) will be similar in style to those at Carmichael Ridge (the old golf course). The CBUs have been ordered. Cities Management tech personnel will do the installation. Overall association will be reimbursing the townhouse association for concrete pads, sod replacement around pads, irrigation changes, and getting rid of old mailboxes. More information to follow when available. Installation date has not been determined.
4. ID request 129800, removal of diseased flowering crab tree and replacement with Karl Foerster grass at owners' cost, was approved by board.
5. Soffit damage at 207 WCD and 137 DWC due to squirrel issues will be repaired at association costs.
6. Volunteer installed two new townhouse address signs at 257-259 WCD and 73-75-77-79 DWC. Sign 257-259 was damaged by Green Oasis mower and replaced at no charge to association. Sign on DWC was under warranty and covered by Elements Inc.
7. Irrigation zone 8 at 231-233 WCD ran overnight twice on September 9-10, because valve wouldn't shut off. Nature's Touch replaced valve at estimated cost of \$300-400. Controller and water was shut off at station A for this repair.
8. The retaining wall project will be completed soon. Contractor could not match present blocks because they are obsolete. Contractor will look into finding a paint color that might come close to old blocks. The following blocks are being replaced or caulked:
 - 179 WCD, replaced six blocks
 - 163 WCD, caulked one loose block
 - 159 WCD, caulked one loose block
 - 151 WCD, replaced nine full blocks and one half block
 - 133 DWC, caulked one loose block

- 123 DWC, caulked one loose block
- 117 DWC, replaced one block and caulked one loose block
- 115 DWC, caulked one loose block
- 101 DWC, caulked two loose blocks
- 57 DWC, replaced one block
- 43 DWC, replaced two blocks
- 41 DWC, replaced three blocks and caulked one block
- 51 DWC, caulked one loose block

9. The work on sidewalks, brick, tuck-pointing will be rescheduled because the vendor hurt himself the week of 9/3 and is still unable to work.

RED CEDAR CANYON TOWNHOUSE ASSOCIATION
Treasurer's Report for August 2017
Submitted September 21, 2017

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 8/31/17		
Reported 9/21/2017		
Checking account (Westconsin and Cities Mgt)	starting balance	\$39,100.39
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$33,766.08
Reserve Savings account (Cities Mgt)	starting balance	\$158,419.00
	ending balance	\$169,439.82
Northwestern Mutual Reserve Account	starting balance	\$292,244.24
	ending balance	\$294,796.42
Total operating balance		\$33,766.08
Total reserves		\$464,236.24
Total all funds		\$498,002.32

Bills and Transfers Requiring Board Approval

1. Transfer to Reserves		\$11,004.00
2. American Family		\$3,192.70
3. Cities Management		\$1,419.00
August Property Management		
4. Green Oasis		\$6,937.94
August Contract	6,937.94	
5. Nature's Touch		\$1,985.00
#7704 Repairs on WCD	545.00	
#7719 August Service and Repairs	405.00	
#7723 Zone 8 valve replacement	420.00	
#7731 #59 fence install damage	75.00	
#7736 Sept Service and Repairs	540.00	
6. Asphalt Maintenance and Paving		\$1,360.00
113 DWC Garage Stoop Repair		
Previously approved by the board.		

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| 7. Green Touch Lawn, Inc
Lawn repairs and reseeding
Previously approved by the board. | \$2,200.00 |
| 8. Lunning Concrete
Mailbox pads previously approved by board.
Will be reimbursed by the overall association. | \$4,150.00 |

Owner Assessments

As of 9/19/2017 there are 8 property owners who are behind in their payments to the association. The total amount owed to the association is \$3,098.95. This is broken down as follows:

Less than 30 days late =	\$1,352.00
Over 30 days late =	\$935.00
Over 60 days late =	\$711.95
Over 90 days late =	\$100.00
 Total	 \$3,098.95

Notes:

Lunning Concrete invoice was paid and submitted to the overall association for reimbursement.

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - September 21, 2017				
Actuals until August 2017 Projections thru Dec 17				
Month	Reserve Savings Acct	Reserve Investment Acct	Total	Change from previous month
December-17	179,626.82	294,796.42	474,423.24	11,004.00
November-17	168,622.82	294,796.42	463,419.24	11,004.00
October-17	157,618.82	294,796.42	452,415.24	11,004.00
September-17	146,614.82	294,796.42	441,411.24	-22,825.00
August-17	169,439.82	294,796.42	464,236.24	13,573.00
July-17	158,419.00	292,244.24	450,663.24	10,876.08
June-17	147,366.30	292,420.86	439,787.16	9,800.33
May-17	137,706.20	292,280.63	429,986.83	10,947.72
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