

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Minutes/Notes  
Thursday, November 16, 2017 — 4:00 p.m.  
Hampton Inn & Suites, Conference 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 3:58 p.m. Present: Larry Williamson, president; Gene Hoff, vice president (by phone); Mark Meydam, treasurer; Beth Gaede, secretary; Kerry Geurkink, member-at-large. Guests: Nicole Battles and Melanie Reiter, Cities Management; Doug Lamb (63 DWC); Len Harvey (73 DWC); John Jensen (81 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 October 19, 2017, minutes/notes: Updates were previously posted on the Cities Management website.

II. Agenda items

A. Treasurer's report

1. Banking

The checking account balance went down because we paid a few large bills, such as water. Reserve savings went up about \$11,000, by our monthly deposit. Reserve investments are up about \$2000.

2. Invoices and transfers

Most of the invoices are standard monthly invoices. The board already approved Green Oasis charge for aeration. Nature's Touch shut down the irrigation for the year. Advanced Disposal's invoice often is inaccurate, but Nicole explained to the board the steps she takes to keep them up to date. The City of Hudson water bill was approved by the board, because it was due before this meeting. Part of the charge for spigot replacements will be charged back to homeowners. Moved, seconded, and approved to pay all previously unapproved bills, with the exception of Traveler's Insurance (until we find out how our payments will be distributed).

3. Unit owner assessment status

Overdue assessments are down a bit from last month, mostly due to one homeowner. A homeowner who is in arrears is in legal collections. Nicole will determine whether agreed-upon payments are being made.

B. Project updates: See attached report.

No updates.

## C. Project discussions

### 1. Insurance

Kerry distributed a detailed comparison of three insurance bids—American Family, State Farm, and Travelers—that was prepared last summer for the board by Cities Management. Nicole explained to guests that she had told the board last summer about the varied experiences associations she works with have had with the three companies. The board voted unanimously to go with Traveler's. Board members and guests discussed their experience with and questions about their own HO-6 policies. Nicole pointed out that association covenants specify what coverage homeowners are responsible for. She suggested that the board over-communicate with homeowners about both association and personal coverage. Kerry, Nicole, and Melanie will develop a plan and come back to the board with a proposal.

### 2. Legal matters

Moved, seconded, and approved that Nicole ask Brent Johnson for a legal opinion about the association insurance coverage requirements.

### 3. Project management

Kerry suggested that the board look at all the projects planned for 2018 and determine which projects will be managed by homeowners and which by Cities. Larry pointed out that as soon as possible in the spring, we should get quotes for projects and get on vendors' schedules. Nicole said she would like a list of projects and bid requests by the February board meeting, so the board can lay out the project schedule in March. Mark will create a project list based on our budget. In some cases, the board will ask Cities to bid, because they will determine exactly what work needs to be done, and then that information can be used to get further bids, ensuring apples-to-apples comparisons.

### 4. Reserve investment account

Kerry will be shopping for CDs that mature in 3, 6/7, and 10 years. We want the CDs to be covered by FDIC. In December, she will bring a proposal to the board for laddered CDs, with the change to be made by December 31, 2017.

### 5. Board organization

Moved, second, and approved that all board members retain their current positions through the 2018 annual meeting.

### 6. Additional item: Moved and seconded to waive the violation fine for the homeowners who had exterior decorations on their unit. Motion failed.

## III. Agenda items for extra board meeting (December 21, 2017): legal matters, insurance, reserve investment account, Cities Management's disaster recovery plan

IV. Next regular meeting: Thursday, December 21, 2017, 6:00 p.m., County Market Community Room

V. Adjournment: The meeting adjourned at 5:22 p.m.

**RED CEDAR CANYON TOWNHOUSE ASSOCIATION**  
**Treasurer's Report for October 2017**  
Submitted November 16, 2017

<b>RED CEDAR CANYON TOWNHOUSE ASSOCIATION</b>		
<b>Banking Report as of 10/31/17</b>		
<b>Reported 11/16/2017</b>		
Checking account (Westconsin and Cities Mgt)	starting balance	\$36,538.08
inc. deposits, checks, etc. not cleared or written after end of month	ending balance	\$27,479.91
Reserve Savings account (Cities Mgt)	starting balance	\$146,940.15
	ending balance	\$157,959.67
Northwestern Mutual Reserve Account	starting balance	\$295,700.81
	ending balance	\$297,377.20
Total operating balance		\$27,479.91
Total reserves		\$455,336.87
<b>Total all funds</b>		<b><u>\$482,816.78</u></b>

**Bills and Transfers Requiring Board Approval**

1. Transfer to Reserves		\$11,004.00
2. Travelers		\$7,324.25
3. Cities Management		\$1,419.00
October Property Management		
4. Green Oasis		\$9,575.44
September Contract	6,937.94	
Lawn aeration	2,637.50	
Approved previously via email		
5. Nature's Touch		\$1102.50
October Service, winterization, locates for aeration, repairs at 253 and 261		
6. Advanced Disposal		\$3,933.74
Oct – Dec Refuse – Approved previously via email		

- |                                                                                                            |            |
|------------------------------------------------------------------------------------------------------------|------------|
| 7. City of Hudson<br>July – October water for irrigation, fire hydrant charges,<br>fire protection charges | \$5,629.54 |
| 8. One Hour Heating & Air<br>Spicket repair 81 DWC<br>\$198 to be charged to homeowner                     | \$582.00   |

**Owner Assessments**

As of 11/16/2017 there are 8 property owners who are behind in their payments to the association. The total amount owed to the association is \$2,818.00. This is broken down as follows:

Less than 30 days late =	\$1,349.00
Over 30 days late =	\$371.00
Over 60 days late =	\$343.00
Over 90 days late =	\$755.00
 Total	 \$2,818.00

**Notes:**

As noted a number of the invoices were approved via email as they came in shortly after the previous board meeting and were due in early November. They are listed here to document their payment.

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - November 16, 2017				
Actuals until October 2017 Projections thru Dec 17				
Month	Reserve Savings Acct	Reserve Investment Acct	Total	Change from previous month
December-17	179,967.67	297,344.20	477,311.87	11,004.00
November-17	168,963.67	297,344.20	466,307.87	11,004.00
October-17	157,959.67	297,344.20	455,303.87	12,662.91
September-17	146,940.15	295,700.81	442,640.96	-21,595.28
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