

Red Cedar Canyon Townhouse Association (RCCTA) Minutes
Monday, March 25, 2019, 2:00-3:45
County Market Community Room

I. Preliminary matters

1. In attendance: Kerry Reis, President, Bob Staebell, Vice President, John Maas, Member at large, Gretchen Trebnick, Secretary, Judy Franck, non-member
2. Meeting notice sent to board members prior to meeting, agenda adopted at meeting. Minutes approved from February 25, 2019 prior to meeting via email.
3. Judy Franck spoke to the board re:
 - A. Dissatisfaction with window caulking,
 - B. Status of irrigation work @ 47 Deerwood CT
 - C. Tree trimming request/deciduous tree and dead shrubs; she will submit a maintenance request to Cities.
 - D. Agenda item

II. Old Business

1. Treasurer Report: attached to minutes.
2. Caulking project completion. John will be the point person to meet with Mel Zehm from the Squeegee Squad to discuss quality control and project completion.
3. 2019 Project list reviewed:
 - A. We are in the process of obtaining bids for mulch.
 - B. We are getting a proposal on irrigation system enhancements for cost saving measures from Aaron Hanson/ Natures Touch by the next meeting.
 - C. Private fire hydrants: The board is obtaining more information on our hydrants and water costs from the City of Hudson (Kerry), other associations and their fees (Bob Staebell), and Hans Hagen for agreements with the City of Hudson as this property was being built (Nicole from Cities). We currently pay \$120 per hydrant per quarter (\$6,240/year) to the City of Hudson in addition to property taxes and want to clarify the rationale for this assessment. **Action:** The board will ask Cities Management to investigate the original agreement with Hans Hagen. Once we have this understanding, we will be in a better position to address concerns with the City.
 - D. Lane replacement: We are currently in the process of setting standards and then receiving bids for the lanes. The board is having Nicole from Cities check with the Hudson YMCA to see who their contractor was, because it was noted that they had a re-pavement of their parking lot completed last year and it was noted that it was of nice quality.
 - E. Soffit repairs: we are in the bidding process to secure all soffits in the association in a phased project. This is to prevent future squirrel issues.
 - F. Surveying property lines is in a bidding process.
4. Board vacancy for Treasurer: The discussion centered on possibly asking Cities Mgmt. to expand the auditor's role to include treasurer, since we have had no association members volunteer. A motion was made and passed that we discuss what options are available to us at a future meeting including:
 - How many members we should have on the full board,
 - How to get association members to participate and serve. By signaling the importance of this matter in the minutes, the board hopes to generate interest in this important matter.

5. Snow services: Because of the extreme winter snowfall that we had, we have exceeded the snow mitigation budget of \$5,000 and are approximately \$5,500 over budget for snow removal, salt application, and roof vent clearing. In February and March, we approved snow relocation at the ends of the lanes for a total of \$2100. This pushed back the snow and cleared around fire hydrants. We also approved roof vent clearing 2 times on all units for a total of \$3000. This additional, un-budgeted expense will need to be addressed as we take on projects this summer. Alternatively, homeowners may receive an assessment to balance our expenses with the budget.
6. Architecture and Landscape: Bob Staebell is organizing a group of volunteers to review tree maintenance and shrub requests. A motion was made and passed to get bids on the 2nd year of tree disease treatments from Willow River in addition to SaveATree and further, to ask Willow River for their opinion on the need for this service. **Action:** Nicole will coordinate this. Once Bob has confirmed volunteers on his committee, he will provide that information to Nicole Battles so that they receive committee emails generated through Cities.

III. New Business

1. Snow removal related issues: Because of the exorbitant costs of snow removal this year, the board wants to enact a roof vent snow removal policy for future reference. The following is a draft and we are asking for homeowners input prior to final approval. This will be discussed at a future board meeting.

Roof Vent Snow Removal Policy

- From time to time, the association board may choose to remove snow from roof vents. This is not a typical service and will be considered only during extreme weather events. The primary focus will be on the furnace exhaust vents but other vents may be cleared as well.
 - Homeowners concerned about potential snow coverage over furnace exhaust vents can contact Cities Management to request inspection.
 - Cities will coordinate inspection with our snow removal vendor.
 - If removal is warranted, the vendor will remove the snow.
 - The association will pay for inspection and removal when warranted. The board requires photo evidence or a statement from the vendor with an assessment of the snow removal need at each home.
 - Homeowners wishing to coordinate snow removal themselves may do so at their own expense. If desiring reimbursement, photo evidence will be required.
2. The board met with Willow River to review snow removal services and overall were very pleased. Issues we addressed for were: Snow placement, equipment storage, sidewalk clearing, extra services needed for snow removal, and damage to grass.
 3. Invoices approved:
 - Insurance premium: \$2490.00
 - Cities management: \$186.77 postage
 - Cities Management \$353.75 201 WCD
 - Willow River \$16,011.00
 - Natures Touch \$1000.00 (advance for work to be done on Station C pump)
 4. Maintenance requests from homeowners were for roof inspections at 59 DWC, 65 DWC, 261 WCD, 263 WCD. None of the properties with roof problems were part of the re-roofing project in 2013-2016. **Action:** Nicole is directed to provide the details on the units in question. We may need to take action for those units that are within construction warranty.
 5. A note to all homeowners is that they are responsible for roof raking and that the association is not responsible for leakage as a result of ice dams that occur.

6. Notices to homeowners on future board meetings was approved to be on Cities yearly association calendar.
7. Kerry is composing the next quarterly newsletter for homeowners.

IV. Future agenda topics

- Welcome packets for new homeowners
- Discuss with Nicole the gap between the management report and the board member report
- Board vacancy

V. Adjourn at 3:45

Respectfully submitted, Gretchen Trebnick, Secretary



Balance Sheet - Operating
 Red Cedar Canyon Townhouse Association Inc.
 End Date: 02/28/2019

Date: 3/11/2019
 Time: 5:18 pm
 Page: 1

Assets		
Cash		
10-1116-000	BNC National Bank - Operating Checking	\$54,996.22
		\$54,996.22
Total Cash:		
Assessments Receivable		
12-1300-000	Delinquencies Receivable	1,110.75
		\$1,110.75
Total Assessments Receivable:		
Other Current Assets		
14-1340-000	Prepaid Insurance	10,388.11
		\$10,388.11
Total Other Current Assets:		
		\$10,388.11
Total Assets:		\$66,495.08
Liabilities & Equity		
Current Liabilities		
20-2110-000	Accounts Payable - Operating	4,097.42
20-2200-000	Prepaid Assessments	7,269.60
		\$11,367.02
Total Current Liabilities:		
Member's Equity		
30-3100-000	Prior Years Balance	36,543.25
		\$36,543.25
Total Member's Equity:		
		\$36,543.25
	Net Income Gain / Loss	18,584.81
		\$18,584.81
Total Liabilities & Equity:		\$66,495.08



Balance Sheet - Reserve

Red Cedar Canyon Townhouse Association Inc.

End Date: 02/28/2019

Date: 3/11/2019

Time: 5:18 pm

Page: 2

Assets			
Cash			
11-1000-004	BNC National Bank - MM	\$64,228.11	
11-1000-008	BNC National Bank - ICS	101,218.52	
11-2000-008	BNC National Bank - CDARS	200,000.00	
11-3000-750	Charles Schwab	250,542.62	
Total Cash:			<u>\$615,989.25</u>
Total Assets:			<u>\$615,989.25</u>
Liabilities & Equity			
Member's Equity			
31-3100-000	Fund Balance - Beginning of Year	585,161.18	
31-3490-000	Unrealized Gain (Loss)	7,311.57	
Total Member's Equity:			<u>\$592,472.75</u>
	Net Income Gain / Loss	<u>23,516.50</u>	
			<u>\$23,516.50</u>
Total Liabilities & Equity:			<u>\$615,989.25</u>

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
Assessment Income							
4410-000 Assessment	\$32,816.00	\$32,816.00	\$-	\$65,632.00	\$65,632.00	\$-	\$393,792.00
4490-000 Replacement Fund Assessment	(11,666.67)	(11,666.67)	-	(23,333.34)	(23,333.34)	-	(140,000.00)
Total Assessment Income	\$21,149.33	\$21,149.33	\$-	\$42,298.66	\$42,298.66	\$0.00	\$253,792.00
Other Income							
5710-000 Investment Income	1.43	-	1.43	3.03	-	3.03	-
5720-000 Late Fees	60.00	-	60.00	150.00	-	150.00	-
Total Other Income	\$61.43	\$-	\$61.43	\$153.03	\$-	\$153.03	\$-
Homeowner Chargeback Assessments							
6140-000 General Maintenance Assessme	353.75	-	353.75	353.75	-	353.75	-
7162-000 Delinquent Processing Assessm	30.00	-	30.00	30.00	-	30.00	-
Total Homeowner Chargeback Assessmen	\$383.75	\$-	\$383.75	\$383.75	\$-	\$383.75	\$-
Total OPERATING INCOME	\$21,594.51	\$21,149.33	\$445.18	\$42,835.44	\$42,298.66	\$536.78	\$253,792.00
OPERATING EXPENSE							
Homeowner Chargeback Expenses							
6140-000 General Maintenance Chargebac	353.75	-	(353.75)	353.75	-	(353.75)	-
7162-000 Delinquent Processing Chargeba	30.00	-	(30.00)	30.00	-	(30.00)	-
Total Homeowner Chargeback Expenses	\$383.75	\$-	(\$383.75)	\$383.75	\$-	(\$383.75)	\$-
Repairs & Maintenance							
6140-000 General Maintenance	1,805.00	2,226.67	421.67	1,805.00	4,453.34	2,648.34	26,720.00
6200-000 Irrigation System	1,000.00	541.67	(458.33)	1,000.00	1,083.34	83.34	6,500.00
6210-000 Grounds/Landscaping	-	1,308.33	1,308.33	-	2,616.66	2,616.66	15,700.00
6215-000 Trees & Shrubs	-	1,084.60	1,084.60	-	2,169.20	2,169.20	13,015.24
6223-000 Lawn and Snow Contract	7,280.00	8,153.60	873.60	7,280.00	16,307.20	9,027.20	97,843.20
6225-000 Snow Maintenance	-	416.67	416.67	-	833.34	833.34	5,000.00
6350-000 Electricity	36.90	58.33	21.43	73.80	116.66	42.86	700.00
6380-000 Rubbish	-	1,333.33	1,333.33	4,194.78	2,666.66	(1,528.12)	16,000.00
6385-000 Water - Irrigation	-	1,500.00	1,500.00	43.55	3,000.00	2,956.45	18,000.00
Total Repairs & Maintenance	\$10,121.90	\$16,623.20	\$6,501.30	\$14,397.13	\$33,246.40	\$18,849.27	\$199,478.44
Administrative							
7060-000 Professional Accounting Fees	1,261.00	104.58	(1,156.42)	1,261.00	209.16	(1,051.84)	1,255.00
7130-000 Gen. Admin. Expense	180.00	33.33	(146.67)	188.99	66.66	(122.33)	400.00
7160-000 Legal Fees - General File	-	150.00	150.00	-	300.00	300.00	1,800.00
7185-000 Insurance Expense	2,431.01	2,640.83	209.82	5,122.49	5,281.66	159.17	31,690.00
7200-000 Management Fees	1,419.00	1,447.38	28.38	2,838.00	2,894.76	56.76	17,368.56
7230-000 Postage	6.77	83.33	76.56	27.77	166.66	138.89	1,000.00
7235-000 Copies	-	66.67	66.67	31.50	133.34	101.84	800.00
Total Administrative	\$5,297.78	\$4,526.12	(\$771.66)	\$9,469.75	\$9,052.24	(\$417.51)	\$54,313.56
Total OPERATING EXPENSE	\$15,803.43	\$21,149.32	\$5,345.89	\$24,250.63	\$42,298.64	\$18,048.01	\$253,792.00
Net Income:	\$5,791.08	\$0.01	\$5,791.07	\$18,584.81	\$0.02	\$18,584.79	\$0.00

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
RESERVE INCOME							
Replacement Fund Income							
4400-000 Assessments	\$11,666.67	\$11,666.67	\$-	\$23,333.34	\$23,333.34	\$-	\$140,000.00
Total Replacement Fund Income	\$11,666.67	\$11,666.67	\$-	\$23,333.34	\$23,333.34	\$0.00	\$140,000.00
Other Income							
5710-000 Investment Income	90.35	-	90.35	183.16	-	183.16	-
Total Other Income	\$90.35	\$-	\$90.35	\$183.16	\$-	\$183.16	\$-
Total RESERVE INCOME	\$11,757.02	\$11,666.67	\$90.35	\$23,516.50	\$23,333.34	\$183.16	\$140,000.00
Net Reserve:	\$11,757.02	\$11,666.67	\$90.35	\$23,516.50	\$23,333.34	\$183.16	\$140,000.00