

Red Cedar Canyon Townhouse Association (RCCTA) Minutes
Monday April 22, 2019
County Market community Room

I. Preliminary Matters:

- In attendance: Kerry Reis, President, Bob Staebell, Vice President, John Maas, Member at large, Gretchen Trebnick, Secretary, Nicole Battles, Cities Management via phone. Non-members present: Vern Nagel, Paul Larson, Doug Lamb.
- Meeting notice sent to board members prior to meeting, agenda adopted at meeting. Minutes from March 25, 2019 approved prior to meeting via email. Treasurers report attached to minutes.

II. Old Business

- Caulking Project: Nicole Battles will contact the association when additional caulking and cleanup of prior work will be completed by the Squeegee Squad.
- Emergency Policy: A motion was made and seconded to postpone the emergency policy until insurance and legal was consulted. Cities Management (Nicole Battles) stated that our policy was compatible with Cities protocol and felt that at this point it was unnecessary. The motion did not pass and the policy adopted on 4/1/2019 will stand.

III. Financial Report from Cities Management

- Nicole Reviewed the 2018 year end balance sheet and the March 2019 financials.
- Nicole was asked to followup on a debit owed to Xcel Energy from 2017.
- A motion was made and passed to write off 2 delinquencies under \$100 as bad debt.
- A motion was made and approved to correct the minutes from February 25, 2019 to show that RCCTA was in the black \$4171.68, not \$50,000 as previously stated.

IV. New Business

- Architecture and Landscape
 - Bob Staebell reported that the landscape committee has met and will do walk throughs of all landscape requests on 5/1, 5/3, and shortly after 5/15. All committee recommendations will be sent to the board for final approval. "Landscape modifications" requested are to be paid for by homeowners and "maintenance requests" will be paid by the association if approved. Homeowners will be notified by Cities re: approval. Bob said that the committee has recommended that no future plantings be approved for the ends of the lanes because of future asphalt extensions.
 - A motion was made and approved to reimburse the expenses Bob has incurred for office supplies for the A & L committee.
 - We received 2 proposals for the 3rd year of tree treatments and a motion was made and approved to accept the bid from Save aTree for \$2810.14.

- Maintenance Requests

- Cities maintenance has inspected leaking roofs in the association and found no VISUAL problems. The board made a motion and unanimously approved having Pechacek Contracting inspect the roofs with more detail. These roofs are the original from Han Hagen Homes. Nichole will coordinate this. A recommendation was also made to consult with our RCCTA insurance carrier.
- Vern Nagel 203WCD requested that the association allow him to remove his gutter screens and have Stay Glassy clean his gutters since it wasn't done last fall. He also suggested that we have a larger opening in the downspout so that we don't get continuous clogging. The board approved of his request.
- An amended motion was made and passed that Pechacek be asked to check on overall gutter condition, including the downspout issue, and also check the flashing at the corner where the garage meets the house to see if that contributes to ice dam backup. Nicole to coordinate this.

- 2019 Projects

- Mulch bids: The board approved of accepting the bid by Willow River for wood chip mulch on units 37-111 for the amount of \$11,379.56.
- Townhouse sign replacement: A motion was made to table any decision until the next meeting. Another motion was made and approved to get more bids from other vendors with the criteria that we have 1 sign per lane, as opposed to the current 2, and that the color scheme be in bronze compatible with the mailboxes. Nicole will coordinate this.
- Gutter cleaning proposal: A motion was made and accepted to have Nicole get 1 more bid to clean the gutters this fall; we currently have 2.
- City of Hudson water bill: Nicole did not find any records between a City of Hudson agreement with Hans Hagen. See March minutes. The next step will be to contact the City of Hudson to investigate more thoroughly. Nicole to followup on this.
- Irrigation proposal: Review new proposal for irrigation upgrade from Natures Touch. Action: Meet with Natures Touch to discuss proposal before the next meeting. Specific questions are: 1-cost savings calculations with upgrade, 2-how we approach the wireless monitoring, 3- when will the work to be completed on Station C pump.
- Mulch decision beyond 2019: Future agenda
- Painting water hydrants: Future agenda
- Driveway replacement project: A motion was made and approved to accept the bid for \$1000.00 for core samples throughout the neighborhood to help the asphalt contractor determine the subsurface base to help with their proposal.
- Reserve fund timeline: Future agenda
- Soffit repairs: Request future bids for the summer of 2019. Action: Nicole will solicit those.

- Surveying RCCTA property: A motion was passed to approve the estimate of \$4000 from St. Croix Surveying, contingent upon the vendor including the small triangular NE corner of RCCTA and the placement of property line markers. The proposal should include the identification of any encroachments. We will request the newest technology with the survey including satellite imaging. Nicole will contact the vendor and authorize this work.
- Storage shed for RCCTA: A shared shed with the overall association is not an option. Future agenda for alternatives.
- Asphalt repair bid: This includes crack repair and asphalt patch for \$7205 from Quality Sealcoating. A motion was made and passed with a 3-1 vote to accept the bid.

V. Adjourn at 4:00 pm. Next meeting May 20, 2019 County Market Community Room

Respectfully submitted, Gretchen Trebnick, Secretary



Balance Sheet - Operating
 Red Cedar Canyon Townhouse Association Inc.
 End Date: 03/31/2019

Date: 4/11/2019
 Time: 2:17 pm
 Page: 1

Assets		
Cash		
10-1116-000	BNC National Bank - Operating Checking	\$56,109.37
		\$56,109.37
Total Cash:		
Assessments Receivable		
12-1300-000	Delinquencies Receivable	399.00
		\$399.00
Total Assessments Receivable:		
Other Current Assets		
14-1340-000	Prepaid Insurance	10,186.63
		\$10,186.63
Total Other Current Assets:		
		\$10,186.63
Total Assets:		\$66,695.00
Liabilities & Equity		
Current Liabilities		
20-2110-000	Accounts Payable - Operating	7,417.30
20-2200-000	Prepaid Assessments	7,977.60
		\$15,394.90
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	14,756.85
		\$14,756.85
Total Liabilities & Equity:		\$66,695.00



Balance Sheet - Reserve

Red Cedar Canyon Townhouse Association Inc.

End Date: 03/31/2019

Date: 4/11/2019

Time: 2:17 pm

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Assets

Cash

11-1000-004	BNC National Bank - MM	\$75,938.33
11-1000-008	BNC National Bank - ICS	101,283.01
11-2000-008	BNC National Bank - CDARS	200,000.00
11-3000-750	Charles Schwab	250,542.62

Total Cash: \$627,763.96

Total Assets: \$627,763.96

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: \$592,472.75

Net Income Gain / Loss 35,291.21

\$35,291.21

Total Liabilities & Equity: \$627,763.96