

# Red Cedar Canyon Townhouse Association (RCCTA)

## Board of Directors Meeting Minutes

Monday, June 24, 2019 2:00

### County Market Community Room

#### I. Preliminary matters

- a. Board members present were Kerry Reis, President, Bob Staebell, Vice President, John Maas, member at large. Absent: Gretchen Trebnick, Secretary. Homeowners in attendance included: Ronald Urhammer, 145 DWC, Colleen Conrad 239 WCD, Audrey Ichel 41 DWC, Keri Kennedy 43 DWC, Doug Lamb 63 DWC, Maralee Anderson 85 DWC and Donna Wicherski 169 WDC.
- b. Welcome Cities Management associates Jesse Henke, Miranda James & Cheryl Donley
- c. Proof of meeting notice in advance
- d. Agenda adoption via email
- e. Approval of May minutes as revised. Motion approved by email:
  - i. May 29, 2019: Approved Willow River to remove shrubs identified by A&L Committee at a cost of \$4,367. **Action:** While approved, this is not scheduled and will be handled in discussions with Willow River on potential savings when combined with shrub replacement.
  - ii. June 16, 2019: Approved expense to replace irrigation pump burned out at Station C for estimated cost of \$1,500 - \$1,900.

#### II. Open session for association members:

- a. Colleen Conard, 239 WCD, expressed concern about a violation notice that she received for speakers mounted on her home that were a part of the original construction. She and other homeowners are concerned about the tone of violation notices.
  - i. Response from the board:
    1. The board apologized for the tone of these letters. They were more forceful than intended. All notices that were for items that were a part of the original construction will be withdrawn and an apology issued. The board is planning to adopt a staged violation notice communication (letters 1, 2 and 3) for violations.
    2. Many items identified in the spring walk through were original upgrades to the home and thus are not subject to a violation. This was an honest mistake and we hope to avoid this in the future.
    3. The board also noted that an association that fails to follow its own rules can result in a loss of property value and / or litigation.
    4. The board asks that comments be directed to them, not to the A&L Committee. Many clear violations were identified and they have put in countless hours doing what was asked of them.
    5. **Action:** Kerry will identify items for Cities to withdraw the violation and wording to express apology for unwarranted letters. The board needs to draft the staged letters.
- b. Donna Wicherski 169 WDC received a violation notice for dead vines on the brick at her home. Donna stated that this is a living plant, not dead, that is climbing on the brick. She is also concerned about the condition of her maple tree and was told that all trees will be handled later this year. She has some forms to sign regarding solar tubes. **Action:** Cities will be following up with her to assist in completion of any forms. Donna said that she will not communicate via email.

- c. Ron Urhammer 145 DWC inquired about his maintenance request for trees. **Action:** These and other tree requests will be handled as one project later this year.
- d. Doug Lamb, 63 DWC requested that the maintenance request he put through to attend to the area next to his driveway that Willow River treated be attended to. **Action:** Cities will pass this on to Willow River for attention. There may be other locations that require attention as well.

### III. Agenda items:

- a. Financial update: The board reviewed the spending thus far this year. The financial report follows the minutes.
- b. Old business:
  - i. Window caulking project: Bob Staebell reported that this project is in a wrap up stage. He expects a final walk through and will signal when this has been completed. The vendor will identify additional work that may be needed on other homes.
  - ii. Roof inspection: Pechacek General Contracting completed a roof inspection of two homes. Brian laid out a few options to consider for homes where there has been leaking on the interior of the home. John moved that we have all five homes that had roof leaks over the last winter inspected by Brian. Bob second. Motion carried with Reis voting no. **Action:** Cities is charged with scheduling this inspection with Brian Pechacek.
  - iii. Asphalt replacement (Reserve Fund project). Bore hole findings completed. Cities working to obtain an initial bid for July.
  - iv. Property survey: The board considered bids from two companies to survey the boundary lines and spec out the small property purchased a few years ago. Motion: Hire E.G. Rudd at \$200 / hour at an estimated 6-9 hours. Motion carries. **Action:** Cities is authorized to engage this vendor. On a related note, board members are considering a visit with the City of Hudson to see what guidelines or rules they have regarding landscaping or other improvements on or near the property line.
  - v. Gutter downspout request for maintenance: Cleaning requested by homeowner at 203 WCD has been ordered. **Action:** Cities is asked to work with Pechacek or another suitable gutter vendor to provide an estimate for larger downspout for consideration next month.
  - vi. Irrigation update:
    - 1. Status on Station C: The installation of the new “smart” system has been installed. Subsequent to the installation, the pump motor burned out. In an email vote, the board approved replacement of the pump and it has since been repaired and is operating. The initial feedback from Nature’s Touch is that the new smart system is working well.
    - 2. Motion to suspend approvals of all requests for modification of irrigation applications in 2019, thus making all irrigation requests going forward a function of association maintenance. Motion carried. **Action:** The modification form needs to be updated to remove irrigation as a modification option. All future requests will be entertained as a maintenance item.
    - 3. John Mass moved to allocate \$3,825 from reserves plus the cost of Wi-Fi connections to upgrade irrigation stations A, B & D yet this year. Bob second. Motion carried, Reis dissenting. **Action:** Cities is authorized to connect with Nature’s Touch Irrigation to install these systems as soon as it is reasonable to do so. Expenses to be allocated from the reserve fund.
- c. New Business:
  - i. Architecture & Landscape: Bob & Committee

1. Shrub replacement: We considered the shrub replacement bid of \$8,363 from Willow River (the only vendor responding to the bid request). This bid, combined with the replacement bid of \$4,367 puts this line item over budget. The board supports the work done by the A&L Committee to do this work and would like to find a way to move forward and act on all planned replacements. **Action:** John Maas agreed to visit with W R for a reduced price. The goal is to have a decision by July 1.
  2. Tree maintenance: The A&L Committee will do a walk around to consider homeowner requests for tree maintenance and requests that an expert be available to join them. **Action:** Cities will connect an arborist to assist in this and will schedule this as soon as possible.
  3. Flagpole standards: To respond to a homeowner modification request to install a flagpole, the board adopted the new flagpole policy, affixed the back of the minutes. Motion to adopt policy adopted unanimously. **Action:** Cities is instructed to post this policy on the association website and connect with the homeowner at 37 DWC to inform them of the new policy. The homeowner does not need to resubmit the request but must acknowledge compliance with the new policy.
  4. Additional walk through findings: Over 40 items were found to be affixed to the brick exterior of the townhomes. The association has a very limited supply of brick resources for brick repairs. There are four different types of brick used throughout the association, further complicating future needed repairs. A motion to adopt a new policy regarding mounting on brick was discussed but not seconded. **Action:** The motion to adopt a policy on mounting on brick will be deferred to next month.
- ii. Townhouse sign replacement, bids in management report, tabled for consideration in July
  - iii. Budget preparation: **Action:** Cities will begin budget preparation, including
    1. Bidding out snow, lawncare vendor and insurance
    2. The board continues to struggle to recruit board members. Without volunteer leaders, homeowners will be paying for professionals and will likely not receive the attention that they demand. The new budget will assume a cost line for board members or professional staff to handle accountant/finance, legal and secretarial functions.
  - iv. Review maintenance requests requiring attention, completed.
  - v. Address outstanding A&L modification requests, completed.
  - vi. Annual meeting set initially for Thursday, September 26 at the Presbyterian home conference room. **Action:** Cities will coordinate the reservation.
  - vii. Board application from Jack Mortel. Motion to approve Jack's appointment as a member at large for the next three months and then put his name to an association vote at the annual meeting for a three-year term. **Action:** Cities is instructed to inform Jack and board members invited to welcome him to the leadership team.

**IV. Next meeting Monday, July 22, 2:00 at County Market**

**V. Adjourn at 4:20**

## Policy on flag pole installation at Red Cedar Canyon Townhome Association

Many homeowners wish to display the American Flag at their homes. The following lays out the steps and requirements for flag display within the association:

1. Homeowners must complete the modification form, requesting approval. Once granted, installation may proceed.
2. All expenses for installation and maintenance are assumed by the owner and are spelled out on the modification form.
3. If your home is sold, future maintenance is assumed by the new owner.
4. Flagpoles must be no higher than 15 feet and be made of high-quality aluminum. (Menards and Home Depot have a variety of adjustable poles suitable for this setting.)
5. Flagpoles must be securely installed.
6. Flagpoles must be placed only in the mulch area by the patio.
7. Only the American Flag is authorized for display.
8. Homeowners must observe proper care and comply with the regulations put forth by the U. S. Government at this website: <https://www.usa.gov/features/usagovs-guide-to-displaying-the-american-flag>

Relevant requirements include:

- i. The custom is to display the flag only from sunrise to sunset.
- ii. If displaying the flag at night, the flag must be illuminated in such a way as to not be a disturbance to neighboring homes.
- iii. If the flag is tattered, it must be disposed of properly. The U.S. Post Office accepts flags for proper disposal.

Note: All flagpoles installed prior to this date are grandfathered for height or other specification purposes.

Adopted by the Red Cedar Canyon Townhouse Association, June 24, 2019.