

Red Cedar Canyon Townhouse Association
Board Meeting – Monthly
Monday, January 13, 2020, 2 pm
County Market Community Room

The monthly meeting minutes are subject to review and approval by the Board of Directors at the next meeting.

The monthly meeting of the BOD was called to order by President Dave Preller (DP) at 2:01 pm. Roll call was taken with all five members being present (Nadine Sands (NS) present via phone conferencing.) Miranda James (MJ) from Cities Management (CM) was present, as well as two representatives from Willow River (WR,) Nick and Steve. Four homeowners were present, Keri Kennedy, Judy Frank, Audrey Ichel and Vern Nagel.

Gretchen Trebnick (GT) (Member at Large) motioned to accept the amended November monthly board minutes, seconded by Ronald Urhammer (RU) (Treasurer;) all accepted as written. Minutes approved.

The December Executive meeting minutes were motioned by RU for approved; GR seconded motion; motion passed; minutes approved.

Time was allowed for homeowners to bring up concerns. Ms. Eichel inquired as to who has responsibility to follow up with projects, and predominantly, who 'oversees' the work being completed to satisfaction. RU spoke to concern; there is a need for a Point of Contact (POC) person. Until the process is solidified, the board suggested the special committees be the contact point of associated projects and the other projects/routine maintenance contracts would be handled by RU for the time being. Further, once the vendor has contacted CM with the date/time arrival estimate, CM will notify POC. When presented with bill, the BOD will agree/disagree to pay the bill using input from the POC.

4.1 Presidents Report

4.1.1

DP had concerns over the cumbersome or lengthy periods of time when urgent decisions were needed. Currently, the by-laws state action decisions must be board-approved by the majority. Frequently, the board is away from communication means and it would be logical to allow the Treasurer to make treasurer decisions, the President to make overall decisions, etc. It would alleviate a lengthy wait time for a decision, especially when urgency is required.

The communication process is vague. They are four entities: BOD, Homeowners, Vendors and CM. We need to refine who is notified, how they are notified (Facebook, emails, meetings, websites, newsletters, etc.) and who notifies the groups (i.e., homeowners should not contact vendors themselves.) Lastly, if there is an emergency, homeowners should call CM as it will be forwarded to their emergency contact number. CM would forward it to MJ who would then contact the President and/or BOD

4.1.2

The CM overtime cost was reviewed. Last year \$900 was associated with overtime. The CM contract allots the Manager to attend nine, one-hour monthly board meetings and one site inspection, monthly. Whenever the manager is required above and beyond those limits, CM charges \$90 per overtime hour, rounded to the nearest quarter hour. Hence, the board will make a decision at the monthly board meetings if CM presence is needed if the meeting runs over 60 minutes. Otherwise, CM will be excused after an hour which will alleviate expenses.

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4.2 Secretary's Report

The Secretary submitted the minutes from December, as well as executive board minutes.

4.3 Treasurer's Report

RU reported on financials. Currently, there is \$21,000 in checking and \$706,000 in reserve. The December financials have not yet been posted. The December ending Charles Schwab account was producing approximately 3.3% interest; there was a \$100K CD at 3 years, a \$100K CD at 5 years and \$50K in government monies. The accounts increased approximately \$17K.

RU asked MJ when the stump grinding/removal bill will be settled. This bill will not come out of the 2019 140K reserve fund in 2019. Rather, it will be billed and funded in 2020.

The BOD brought up reserve fund questions. MJ clarified when we add to the reserve fund, it continues to add to that specific account. The reserve fund money stays in that account unless a motion is made to apportion it to another account.

RU made a motion to request bids from three contractors for the asphalt project. GT seconded the motion; motion voted on and passed to obtain bids. The BOD will schedule a pre-meeting to determine guidelines for the project, discuss basic asphalt issues, scope, etc. RU will set up a work study for the BOD.

4.4 Manager's Report

MJ questioned how the BOD wanted to handle 'draft' minutes on the CM website. The BOD chose to post the draft minutes on the site within two weeks to allow homeowners the ability to review the information. Draft minutes will be approved/amended at the proceeding meeting.

If there are Architectural Review concerns, rather than CM reporting out on it, the Architectural Committee (ArchCom) will report out. Secondly, the spring walk around will include the ArchCom as well as the BOD. This is scheduled for April 20, 2020, 10 am.

4.5 Architecture Committee

4.5.1 Brick Policy

GT reviewed the policy. The BOD agreed to add the repair person must be a BOD approved vendor (to repair brick and/or mortar.) During the spring walk through, units will be inspected; if there are areas where the brick/mortar has been compromised due to attachments, the attachments will be removed and the HOA will repair at the HOA expense. When any unit is sold, attachments must be removed and repaired at the homeowners' expense. BOD discussed different options and solutions. GT motioned to approve the policy as read. KM seconded; no more discussion. All BOD members were in favor of approving policy.

4.6 Landscaping Committee Report

Ms. Frank presented the report. The tree proposal for the corner of Deerwood Court/West Canyon Drive was reviewed and discussed. The plan was defined to include the removal of 1 ash tree to 'complete' the curb appeal (as well as remove it to prevent it from inevitably falling over)

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and to plant 15-2 inch Autumn Blaze Maple trees and 1 Ginkgo tree for the amount of \$5988 (\$5638 plus \$350 for one more tree.) Concerns were noted on additional landscaping expenses for short- and long-term maintenance of the trees. MJ stated there was a line item in the budget for this initial expense. GT made a motion to allocate \$5988 for the tree planting on the DWC/WCD corner. RU seconded the motion. Motioned was opposed by NS and favored by the other 3 board members; motion passed.

4.7 Finance and Investment Committee Report

This committee is just beginning and did not officially report out.

4.8 Focus Committee Report

This is not an active committee yet, and did not officially report out.

5.0 Unfinished Business

The BOD is waiting to hear from the attorney with regards to the upcoming rental process/policy.

6.0 New Business

6.1 Sand/Salt/Snow Contract

DP addressed WR during the new business portion of the meeting. The vendor addressed numerous issues and concerns. WR began with their mission or objective and responsibility during the winter months of 'pushing snow.' The first two events were problematic this season as ice was an inhibitor in their ability to 'clean up' properly. Secondly, daytime events are an issue as vehicles drive over the snow and push out the moisture which leaves a compact ice sheet. It is important that during daytime snow events, RCC vehicles do their best to remain off lanes and driveways so WR can clear the snow before the snow becomes packed down.

As reviewed by WR, the typical process has been WR plows out the driveways and lanes, using one or two passes/swipes. Then, the city comes afterwards and typically clears the city street. In the past, WR, then returns a second time to clean up the areas the city has pushed snow back into such areas as driveways, lanes, mailboxes, etc. Unfortunately, the city plowing has not been consistent this year; city plowing has at times been 5 to 8 hours after WR has made their first 'push.' RU and KM volunteered to be the POC person to notify WR if and when the city returns afterwards and 'wings' back the snow inhibiting snow free lane and driveway entrances. WR will return to clear it as it is part of 'the event.'

WR acknowledged they will be more diligent on maintaining the clearing of snow near the mailbox areas and hydrants. It is part of the contract.

The BOD and WR discussed the snow placement map. WR acknowledges they do use the placement map to the best of their ability and pushes snow to these areas as long as possible and will push snow to these areas as long as they can maintain traction on the ice. When they are no longer able to push the snow, such being that the piles are too large or there is too much ice, the BOD has to make a decision as it above and beyond the scope of the contract for WR to double/triple handle snow.

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Ice concerns were addressed. WR said per the contract, sand and salt are above and beyond the contractual obligations. Chemically, they said, sand is used for grit, but when it warms up and refreezes, the sand is not helping anymore. Sand is used only when salt is not an option (due to temps) and the conditions are extremely poor.

Salt is used during specific temperature levels. Rock salt comes from the ground. This is what is used on the lanes and it works when the temperatures are in the mid-teens. Ice melt, on the other hand, is treated and is used on the sidewalks. It works in colder temperatures, -10 or 0 degrees.

WR said when homeowners 'pretreat' their driveways with ice melt, prior to the snow event, it helps immensely. Pretreating allows for easier snow removal and prevents ice packing. The BOD discusses potential future process improvements to encourage owners to perform this step.

6.2 Seal Coating and Crack Filling

Crack filling of the lanes and driveways needs to be addressed; the filling was not adequately melted as WR has been 'hitting' the raised crack filling and it has been coming out. GT brought up the fact that we need to check to see if the crack filling was guaranteed. As stated, the filling of cracks this year is not withstanding the normal snowplowing process.

We will look for three bids in March or so for future crack and seal coating. For the upcoming 2020 year, we will be getting bids for both crack filling and seal coating. Seal coating was not done in 2019 as the 'large asphalt' project was potentially starting in 2020 (of which it is not now.)

As previously noted, the plan is to postpone the large asphalt project; \$1.3 million is not acceptable for the proposed project. Other bids are needed. Therefore, we will not start the summer of 2020 as we need to address the scope of the project and obtain bids.

6.3 Mulch Project

The BOD suggested the Landscape Committee take this project. Currently, we pay approximately \$11,000 for mulch each year for 1/3 of the townhomes to get fresh mulch. In other words, we pay \$33,000 every 3 years. The BOD suggested we look for different ways to perform this process to reduce costs. For example, obtain additional bids, look into a one-time large dumped load project, provide individual bags for the homeowners to spread their own mulch, etc.

6.4 Advance Disposal Miscommunications

During the year ending snow event and garbage pickup, communication was confusing. DP reiterated the need for homeowners to verify information from CM as CM contacts vendors and contractors. One point of contact reduces potential miscommunication.

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6.5 Violations

There were no violations to report.

6.6 Proposals

There were no proposals to present.

6.7 Water Pipe Break

There was a water pipe leak at #263. CM was notified; Zappa Contractors performed the repair after digging up ground. It was in the copper pipe from the city water to the residence. It appeared the copper pipe corroded on the bottom; the pressure eventually split a large opening in the pipe. The insurance company was notified; we are awaiting a decision.

7.0 Next Meeting

The next monthly meeting will be a closed Executive meeting at Hudson Bagel, February 17, 2020, at 10 am.

The BOD will meet on January 27, 2020, 2 pm, Hudson Bagel Shop, to discuss the 2019 finalized financial numbers and as it relates to the 2020 budget.

8.0 Adjournment

RU motioned to adjourn the meeting at 4:24 pm. GT seconded the motion. All in favor of adjourning. Meeting adjourned.

Submitted with regards,

Karen Mackesey
Secretary, RCCTH HOA