

Red Cedar Canyon Townhouse Association
Executive Board Meeting: RE: Monthly Meeting
Monday, March 16, 2020, 10 am
Phone Conference

The executive meeting minutes are subject to review and approval by the board of directors (BOD) at the next meeting.

The executive BOD meeting of the RCC Townhome Association (RCCTH) was held via phone conference due to the COVID-19 guidelines of limited physical contact. The meeting was called to order at 10:04 am by President Dave Preller (DP;) board members present were as follows: Ronald Urhammer (RU,) Treasurer; Gretchen Trebnick (GT,) Member-at-Large; Nadine Sands (NS,) Vice President; Karen Mackesey (KM,) Secretary. Miranda James (MJ,) Cities Management, was present.

The following agenda items were addressed:

1. Approval of Meeting Minutes

DP requested the approval of the February 20, 2020, meeting minutes. First, GT had a question on the \$3095 amount noted under the General Administrative Expense. She inquired as to what projects attributed to the total. MJ stated it was for numerous projects; predominately it was roof repair, vent repair and lane patching. After clarification of the amount, RU motioned to approve the minutes; NS seconded the motion. All approved the minutes as submitted.

2. President's Report

DP stated that depending on the situation, we will probably be meeting over the phone and/or computer until "social distancing" restrictions change. Currently, Cities Management (CM) has limited their Association Managers to only use electronic conferencing/email conversations to conduct business. CM Maintenance (CMM) is running as normal as they typically work in either isolated situations or have limited contact with others.

3. Treasurer's Report

RU stated that the February financials were not available at meeting time. He has requested that CM send the same reporting form each month so that the month-to-month relationship is comparable. MJ was able to download and send out the financial report during the meeting; it showed we were \$4,500 under budget in operating expenses, thus far.

4. Manager's Report

MJ noted that Architectural Requests (AR) and Maintenance Requests (MR) must be addressed (approved or denied) within 14 days. There is only one AR in the system thus far that needs to be addressed. Be it noted, during the Manager's Report, the BOD approved the last AR.

MJ stated the BOD had unfinished business to be addressed. Those items were dryer cleaning, gutter cleaning, mulch project and direction on asphalt project.

Dryer Vent Cleaning

The BOD discussed current proposals for dryer vent cleaning. The current bid is \$1,512 for 56 units, or \$27 per unit. We discussed whether it needs to be done every year or another time period. The HOA is responsible for cleaning the vents and it is classified as a General Maintenance Expense. RU said whomever cleans the vents, they must contact a BOD member as a point of contact (POC.) The POC will

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ensure they are performing the duties as well as note how dirty/clean, etc. the vents are which will help in assessing how frequently the vents should be cleaned.

The BOD has requested MJ to reach out to the current bidding vendor to see if the price would be reduced if all the units were cleaned rather than only half of the units. The criteria also included the BOD would monitor their work and price per unit is capped at \$27 per unit.

Gutter Cleaning

The current CMM gutter cleaning bid is \$5,980. The BOD deemed the bid unacceptable due to the amount. Discussion transpired with respect that not all units need extensive cleaning as there are 'gutter guards.' Units which have gutter guards should be removed from the equation (MJ said the CMM bid noted the price would be adjusted for gutter guards.) As with dry vent cleaning, a BOD POC needs to be involved to verify the work being performed and also how much cleaning is required of this annual process.

Since gutter cleaning is typically a fall project, the BOD is going to pursue other vendor bids. NS will take on the task of calling some vendors to submit proposals. Last year, the HOA employed the Stay Glassing vendor.

Mulch Project

MJ recapped the in-person meeting with Meadowlark Landscaping out of Menomonie, WI. Attending the walk around were MJ, RU, KM and Lisa (Meadowlark vendor.) First, we asked Lisa for her opinions on different 'mulch/ground covering' options. Tire mulch, she said, emits an odor, is hot in the summer and can smother plants. Rock mulch requires a heavier ground cover barrier; it can also be a problem for lawn care vendors; rock is expensive. Wood mulch, she said, is by far her choice for a residential homeowners' association. Meadowlark said they would bid on the project. As of today, we have not yet received her bid. We will discuss it during the April meeting.

Asphalt Project

From the previous meeting, the BOD requested additional bids for the driveway/apron project. MJ requested bids from Monarch, FPI and CMM using ACI. Monarch was not interested due to the HOA's numerous irrigation lines, retaining walls, etc. FPI was not interested either due to the same reasons, except they said they would bid on the garage aprons.

The BOD discussed different approaches to the three different phases. MJ reminded us we need not approve all phases at one time. Phase 1 could happen one year; it is highly advisable, she reminded us, to decide on a vendor if this project is to begin in 2020.

Of the three vendors, some encouraged the cement gutter strip down the middle of the lane to alleviate corrosion of the asphalt, yet others did not deem it necessary. THE BOD agreed to keep working on bids that included the cement gutter down the middle of the lane (where necessary,) fix the garage aprons, repair lanes and also seal coat the remaining lanes and driveways which are not included in Phase 1. DP requested a new bid from CMM using ASI for a new bid using these criteria.

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New Business

KM discussed the Firepit Policy. Currently, there is no such policy for the RCC Townhome Association. A policy was created to address what is allowed and to define a 'firepit.' DP suggested we highlight particular areas of importance. MJ asked to have the Association defined as RCCTH. RU made a motion to approve the policy; NS seconded the motion. No more discussion. Motion passed.

The Architectural Committee (AC) is investigating compiling a list of Association-approved replacement parts (doors, windows, etc.) The intent is to provide an easy to access list so replacement items are replaced with exact likeness of other units to maintain uniformity. (In other words, a storm door must be replaced with the correct vendor, style, construction, cosmetic features, etc.)

The next meeting will be April 20, 2020. Location will depend on COVID-19 guidelines.

At 12:05 pm. RU made a motion to adjourn the meeting. NS seconded the motion. DP adjourned the meeting at 12:05 pm.

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhomes, Secretary