

**Red Cedar Canyon Townhouse Association**  
**Board Meeting: RE: Monthly Meeting**  
**Monday, May 18, 2020, 2 pm**  
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 (RCCTA) was held via a tele-conference due to COVID guidelines. The meeting was called to order at 2 pm by President Dave Preller (DP;) board members present were as follows: Nadine Sands (NS,) Vice President (joined at 2:14 pm;) Ronald Urhammer (RU,) Treasurer; Gretchen Trebnick (GT,) Member-at-Large; Karen Mackesey (KM,) Secretary. Miranda James (MJ,) Cities Management (CM,) was present, as well as Willow River Landscaping Representatives Nick, Erik and Renee.

The following agenda items were addressed:

1. Approval of Meeting Minutes

KM presented the April 20, 2020, monthly BOD meeting minutes. RU motioned to approve the minutes as submitted; GT seconded motion. Per discussion, no changes were required. BOD unanimously approved the minutes. Motion passed.

2. Willow River Q and A

Willow River attended the meeting in order for the BOD to ask questions pertaining to the existing contract as well as other projects. Attachment A, found at the end of the minutes, notes highlighted topics. WR signed out of the meeting at 2:52 pm.

3. Homeowner's Input

Due to the COVID restrictions, there were no members present.

4. President's Report

DP presented the President's report. He reminded the BOD to utilize the 'Responsibility Chart,' found on the CM website, in order to be educated on what is a homeowner's responsibility versus an Association responsibility. He reiterated the urgent need for a Landscape Committee formation to help formulate plans for the upcoming months and years. He will be speaking with two or three potential members stating an interest.

Moving forward, when vendors submit invoices to be paid, the BOD is requesting they itemize the services rendered. These are invoices relating to 'special projects/service' we require, (shrub planting, roof repairs, etc.) It will aid the BOD in verifying provided services and allows for accurate follow up.

5. Treasurer's Report

RU reported out on the financial information as received from CM. The current checking balance is \$34,961; the Reserve Fund is \$761,183. The CDs continue to produce investment income. He stated we need to be mindful of the Trees and Shrubs account expenses, as summer just started.

RU submitted and motioned the report as received to be approved; KM seconded the motion. There was no discussion. BOD unanimously approved the Treasurer's report; motion passed.

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6. Committee Reports

The sole committee report was from the Architectural Committee, which is being managed by GT. The following items were addressed:

Brick Policy - The Brick Policy states no new items can be hung from the brick and/or mortar which lends towards damage; in other words, no nails, screws, etc. Two BOD members and two other owners physically reviewed 112 units to record required repairs.

A visual aid was created to aid in specific location identification, and a large, working spreadsheet was produced to allow vendors to quantify their bids and for the HOA to maintain records. The group looked not just for holes needing repair, but also reviewed and noted areas needing future, preventative repairs.

As a result, there will be two future Tuck Point Projects: the short-term project addresses holes where owners removed items; the other is a long-term project addressing other repairs (cracks, grout erosion, brick issues, etc.) Larry Williamson (LW) is obtaining bids for the short-term project.

Also noted on the walk around, two-story units will be needing repair to the two-story column's brick base near the front door. LW is working on a proposal and will gather bids for a future project.

Soffit Repair – During same walk-around, the group noted soffits requiring repairs. Unit numbers and needs were submitted to CM. Currently, MJ said Pechacek's Roofing is busy, but stated he will be out when time permits.

7. Manager's Report

Requests - MJ presented the manager's report. She emphasized the need to make timely decisions on 'Requests,' mainly the Maintenance/Landscaping Requests. The BOD discussed potential methods and concluded KM will manage the list and will be the gatekeeper reporting decisions back to CM. It avoids multiple emails and allows the BOD group to discuss each request.

A tele-conference meeting will be used for 'Request' reviews; the first meeting is scheduled for May 21, 2020. The intent of the BOD is to verify each 'Request' in order to verify expenses are in line with the budget. The BOD intends to meet bi-weekly unless more frequency is required.

Miscellaneous Topics – Per MJ, the Fencing Policy has been posted on the CM website as updated by GT and approved by the BOD. The policy was streamlined and homeowners can contact the approved fencing vendor to obtain installation contractors.

The 2020 Mulch Project, as discussed by the BOD, is to be expensed to the Grounds and Landscaping Account for \$9,6169.60. The 2020 Tree Project is to be expensed to the Trees and Shrub Account for \$5,638. The 2020 Shrub/Bushes Project being planted within the next month will be expensed to the same account in the amount of \$9,636.58.

The WR project for unit 263, where the water line break occurred, will be sodded and completed this week. The BOD stated the unforeseen expense will be charged to the Reserve Account. Likewise, MJ said the Zappa's bill for the water pipe break has yet to be submitted.

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Five units are delinquent in dues. MJ cited some owners were returning residents and winter to summer addresses were pending. She confirmed there is a collection policy in place to deal with issues and no home can sell with fees unpaid.

8. Old Business

Potential Rental Policy - The Rental Committee has been working towards a policy revision. DP will notify Bob Stabell (BS) to go ahead and finish the communication necessary with legal counsel to go forth with a zero-rental revision. The committee will proceed with a timeline on next steps and the process for polling votes.

Gutter Cleaning – In a prior meeting, 2020 fall gutter cleaning was awarded to Stay Glassy. As of May 8, 2020, NS has yet to receive the new contract with the additional verbiage of BOD inspection and resolution if concerns noted. She will recontact the owner and request immediate submission.

Seal Coating/Asphalt Project – GT presented the official bid from FPI Asphalt and Paving. The contracted amount is \$347,285.01. Ron Burch (RB of FPI) stated garage aprons would be replaced and repaired at \$700 per unit (41 units slotted for reconstructed aprons) for a total of \$28,700. GT motioned to approve the bid from FPI for Phase 1 for a total of \$375,985.01. KM seconded the motion.

Discussion began on which areas were being completed in Phase 1. According to details, FPI will perform total reconstruction of 5 lanes on WCD and 2 lanes on DWC for a total of 46 homeowners' drives. Of those 46 units, 41 units will have garage aprons repaired; 5 were previously been completed in the past. The BOD was pleased with the apron per unit cost; when aprons are completed on an individual basis (only 1 at a time,) the cost is roughly \$2,500 each.

If Phase 1 is approved, it does not tie us into the next Phases with FPI. Phase 1 is not dependent on signing Phase 2 and 3 with the same vendor nor does it state future phases must be completed within a specific deadline.

RU stated we have approximately \$285k on hand. The remaining amount will be withdrawn from a CD. Phase 1 is within budget, but before we embark upon Phase 2 in upcoming years, the Reserve Fund must increase to adequate, sustainable levels.

DP called for a vote. Four members were in favor of FPI receiving the contract; GT abstained from the vote as the tele-conferencing connection was lost. Motion passed.

MJ asked who was going to manage the FPI Asphalt Project. The BOD will be overseeing the project in order to avoid paying approximately \$37,600 in management fees. CM will not be managing it; the BOD will be responsible for the coordination and communications amongst vendor, homeowners and BOD.

Mulch – WR was awarded the mulch project. They stated it will be completed during an upcoming weekend. Units 187 through 263 will receive mulch.

City Utility Costs – MJ stated there has been no price change in the garbage expenses since the last bill. The water bill is unknown at this time as it has just started being utilized.

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The next monthly BOD meeting will be June 15, 2020, 2 pm; COVID guidelines will determine if the meeting is at County Market or a tele-conference. MJ will verify County Market's policy; if needed, she will set up a teleconference.

GT will set up a BOD 'Maintenance Request Meeting' for May 21, 2020, 1 pm.

KM motioned to adjourn the meeting; RU seconded; all approved. DP adjourned the meeting at 4:22 pm.

Respectively submitted,

Karen M. Mackesey  
Red Cedar Canyon Townhomes Association, Secretary

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Attachment A: Willow River Landscaping Question (Q) and Answer (A)

DP opened the WR portion of the meeting requesting WR to explain what is 'covered' in our annual contract with respect to 'summer' responsibilities. The BOD requested additional clarification of services. RCCTA has a sizable annual contract with WR expiring October 31, 2020. Nick highlighted the contract for both summer and winter.

Noted below, is an abridged list of gathered information:

- 1) Per the contract, post winter, WR fixes the areas damaged due to snow plowing.
- 2) Per the contract, there is a specific number of lawn cuttings, 24 to 26. If more are needed, it is an additional cost.
- 3) In order to battle the rogue grass between the sidewalks and street, WR must spray, kill it and completely remove it; seed or sod would be necessary. This would be an additional cost.
- 4) WR does not clean up pine needles under the trees as they were previously instructed not to. Pine needles on the lawn are vacuumed up during spring clean-up. However, forecasting when pines are molting is not foreseeable.
- 5) Per the contract, Dogwood Shrub growth from the prior year is trimmed. To remove internal branches from the shrubs, it is an additional cost.
- 6) Per the contract, dethatching is included.
- 7) Per the contract, aerating is not included. It is normally performed in the fall and would be an additional cost.
- 8) Per the contract, WR does not trim the Amber Maples along the party walls. It is an added cost.
- 9) Per the contract, WR does not trim branches; it is an added cost.
- 10) Tree removal is an additional cost, as is stump grinding.
- 11) WR has received mulch from the same northwestern vendor for eight to nine years; they have not changed suppliers. Accordingly, WR stated Western Red Cedar mulch is synonymous with Premium Red Cedar Mulch.
- 12) Arborvitaes have overgrown the space; both the BOD and WR agree, we need a plan to address the long-term care and purpose of those trees.
- 13) When WR installs/plants new trees, it is for the basic service; seeding is extra; (this was previously established to reduce costs.)
- 14) WR was informed of providing specific, itemize invoices on services rendered.

Prior to ending the conversation, WR stated they are planning to install mulch during the next few weeks. 2020 Shrub Planting is tentatively set for no later than mid-June. The BOD also discussed exchanging a 2020 'contractual' task with for other current, high priority activities.

Since the contract expires October 31, 2020, WR invited us to send information for negotiations no later than September 1<sup>st</sup> so they can understand the item, rebid the contract and return it to us for review. Services which were discussed, can be included in an "overall" contract price or they can be continued as an ala carte service (pay when needed.)