

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, June 15, 2020, 2 pm
Teleconference

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. President Dave Preller (DP) called the meeting to order at 2:03 pm. Board members present were as follows: Nadine Sands (NS,) Vice President; 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 Bob Stabell (BS,) representing the Rental Committee (joined at 2:22 pm.) Willow River Landscaping did not have a representative present.

The following agenda items were addressed:

1. Approval of Meeting Minutes

KM submitted the May 18, 2020, meeting minute notes. NS motioned and RU seconded to **approve and accept the minutes as written**. Motion passed. KM stated when the minutes are approved, the draft minutes will be replaced with updated minutes not containing the 'draft' watermark.

2. President's Report

DP presented the President's report. The **Landscape Committee (L/C) is up and running**. They are requesting general guidelines for the committee and insight into what their purpose and mission is for the HOA. Website information was reviewed. It was suggested the L/C work on potential future projects, work from/off a budget, etc. BOD discussed having the L/C come up with ideas on how to ensure new plants are amply watered, how to replace the numerous dead/dying shrubs and care requirements for the plants.

3. Rental Committee (R/C) Report

BS joined the meeting at 2:22 pm; the meeting transitioned to the rental committee report out. The R/C consists of a cross-section of homeowners working towards acceptable changes to the RCCTA covenants restricting rental units. The committee is unanimous in "zero rentals" and have been investigating and researching the process to change the existing documents. BS met with Attorney Brent Johnson (BJ) discussing how to go about changing the RCCTA covenants restricting rentals.

The BOD discussed legal liabilities, if any existed, with zero rental. BS stated total rental restrictions are scrutinized, but generally, total bans are upheld if done legally and correctly. Accordingly, he said, numerous other HOAs have zero rentals. MJ, on the other hand, stated 8 out of 10 Cities Management properties she has/is doing business with, have a 'cap' on the number of units rather than total ban of rentals.

BOD members were not conclusive on which direction to go: zero rentals or limit the rental number. Legal questions still existed. An informal survey to the homeowners was suggested; it would give feedback on what they deemed practical and necessary.

BS asked the BOD to provide written direction to the R/C on what the committee was to undertake. A limit on attorney expenses was suggested. DP said he will provide the information needed to BS for the R/C. **A teleconference with the attorney, BOD and BS was definitely needed to verify direction.** Meeting date will be determined. After the rental discussion ended, BS exited the meeting.

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, June 15, 2020, 2 pm
Teleconference

4. Treasurer's Report

RU reported that as of meeting date, the **financials are not yet published**. However, there were **invoices needing approval** for payment.

- A. Natures Touch for \$375. RU motioned and GT seconded to pay the invoice for **irrigation line repair leaks** caused by the tree planting. Motion passed.
- B. Lommen Attorney for \$1510. RU motioned and KM seconded to pay the two invoices, \$1427.50 and \$85.50, for work associated with **rental policy direction, outlot legal work**, etc. Motion passed.
- C. CM Maintenance for \$1666. KM motioned and GT seconded to pay the invoice for **repair of two spigots**. The BOD discussed the RCCTA spigot situation. They instructed MJ to no longer use the CM Maintenance service, but rather, Walter's Plumbing out of Ellsworth as they estimated a dramatic reduction in repair cost; secondly, a homeowner must be present when the plumber is on site. Of the \$1666, approximately \$550 will be charged back to the homeowner per policy explanation. Motion passed.
- D. Natures Touch for \$1285. GT motioned and RU seconded to pay the invoice for the **spring system irrigation start up**. Motioned passed.
- E. Natures Touch for \$1490. GT motioned and RU seconded to pay the invoice for the **irrigation Station B replacement** and to use the reserve account to fund it. During the last couple of years, RU stated NT has 'nursed' the equipment until it became unrepairable. The pump has an 8 to 10-year life span. Motion passed.

Upcoming invoices are anticipated from **Zappas for the water leak repair**. RU motioned and NS seconded to use the reserve fund to pay for these upcoming repairs. Motion passed. **One more irrigation leak was discovered** due to the tree planting. This will be addressed at a future meeting.

Irrigation Station A was experiencing a problem according to NT. NT used an electrician to pinpoint the cause and determine method of repair. NT found it was an Xcel energy issue and the repair was turned over to them for correction. RCCTA, however, will be receiving an invoice from NT for the diagnostic portion of determining problem origination.

5. Management Report

MJ stated most of the management report was already discussed during the previous report outs. She remarked that **WR will be discounting the mulch invoice** by two yards due to miscommunication on which units were in the 2020 rotation schedule.

MJ asked the BOD if we were intending to perform a **2020 audit**. The last time an audit was performed was 2017. The BOD discussed and chose to wait another year. MJ stated that DP will have to sign a document noting the hold.

The BOD and MJ discussed the **three outlots** recently purchased. At a point in time, it stated the taxes were delinquent. However, when researched at the government website, this information was not accurate and did not confirm taxes due. It does not show any back taxes. MJ is going to check the CM office to find if the original deeds have been stored there. We decided to revisit this topic at a later date after further researching of tax documents, payments made and other transactions.

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, June 15, 2020, 2 pm
Teleconference

MJ reviewed the three requests she received on **homeowner input**. One was already addressed during the FPI Paving general meeting.

The second requested the BOD examine the retaining wall in front of their unit; the BOD previously denied a request to replace/repair the structure due to no evidence of immediate need. The BOD again, said the retaining wall is acceptable, but we will continue to monitor it. There have been two independent walk-arounds reviewing the area.

The last was to have the minutes reflect HOA operating and reserve balance along with actual versus budgeted amounts. According to the by-laws it is not necessary. It is a choice and some BODs have added this where others haven't. The only information which is required are the financials at the annual meeting. Otherwise, the members are able to ask specific questions at the monthly meetings.

6. Dry Vent Cleaning

Dry vent cleaning was performed in 2019. It is also approved for fall, 2020; at this time, the **BOD will confirm what debris the company removes from vents to determine if the HOA needs the service every year**. Years prior, larger vents were installed reducing the amount of lint trapped inside the vent pipe. A decision will be made when service is performed

7. Sav-a-Tree

MJ and the BOD discussed the Sav-a-Tree email stating they were our vendor for another year. According to MJ, they claimed it was an auto-renewal contract. Per the BOD, **MJ was to call the vendor and state we are not renewing the contract**. Their contract, accordingly, ended on their last service date, which appears to be May 2019.

8. Newsletter

Cheryl Coats, a RCCTA owner, put together the fantastic **summer newsletter**. She coordinated gathering the information from different BOD and members and published a worthy read. Her time and effort were genuinely appreciated. A pre-winter newsletter will be published in the fall.

9. FPI Paving

FPI Paving will be starting the asphaltting of seven lanes. Ron Birch (RB,) FPI representative, held an informal meeting with interested homeowners. He reviewed the process, timeframe, concerns and took on questions. Homeowners had concerns with respect to ice during the winter months. As RB reiterated, unfortunately, during the winter we experience freeze and thawing quite often. The BOD noted it was cost prohibitive to go under the asphalt to drain the water.

GT and KM will be overseeing the asphalt project and will be the contact points. Homeowners will receive instructions and be kept up-to-date on the progress.

Prior to completing the project, FPI and the BOD will have a walk through of the project. At this time, care for the asphalt and what to use in the winter will be discussed. Warranty information will be received at this time.

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, June 15, 2020, 2 pm
Teleconference

10. Tuck Pointing Project

The BOD is still **waiting for the second bid on tuck pointing**. Currently, CM bid was approximately \$1485. Lunning Concrete is the other contractor who stated he could probably complete the job in one day. GT will follow up with obtaining the final bid.

11. Caulking Project

CM Maintenance **completed the caulking repairs** near the foyers, sidewalks, etc. Overtime the caulk color will change from the white to a lighter gray.

12. Miscellaneous

An assigned owner reviewed the **garage door trim areas** near the asphalt/cement. He found peeling on some of the sides (water contact.) Garage door painting, however, is not slated until 2023. It was discussed painting should possibly be on a 'tighter' schedule. This item was tabled for a future meeting to determine on how it would impact the budget.

The BOD reviewed the **signage policy for RCCTA**. Upon reviewing the 'Declaration of Covenants, Conditions, Restrictions and Easements for RCCTA' the BOD pointed to two areas associated with the HOA rights to manage signs. Page 19, Section 57, states that there are 'common area restrictions.' Page 21, Section 65, specifically states the prohibition of signs. For further explanation, it is suggested owners review these areas.

A proposal from **WR for rock near the AC units** was discussed; some owners would like to remove their mulch from that area and replace it with material allowing for better AC airflow. It was suggested the owners could contact WR directly, once we receive a bid, and elect to pay for the service if they chose to go that direction.

The next monthly meeting will be **July 20, 2020, at 2 pm** in the County Market community room if available. If COVID prevents in-person meetings, a teleconference will be established by MJ. RU motioned and NS seconded to adjourn the meeting. All approved motion. DP concluded meeting at 4:43 pm.

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhomes Association, Secretary