

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Wednesday, August 19, 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. Vice President Nadine Sands (NS) called the meeting to order at 2:03 pm. Board members present: Dave Preller (DP,) President; Ronald Urhammer (RU,) Treasurer; Gretchen Trebnick (GT,) Member-at-Large; Karen Mackesey (KM,) Secretary. Also present during the teleconference was: Gene Hoff, RCCTA homeowner and Matt Fee, MJF and Associates Property Management.

The following agenda items were addressed:

1. President's Report

DP reported out on the **finalizing of the sealcoating of RCCTA**. FPI Paving was contracted for this project which involved sealcoating all areas of the HOA which were not newly paved. The board chose not to have the cracks filled as they were last year and only sealcoat the asphalt.

He mentioned Nature's Touch did a good job in keeping up with the multitude of projects effecting irrigation this year. It included a month-long project of asphaltting new lanes and driveways as well as the sealcoating. NT was challenged with changing the height of approximately 50 sprinkler heads, rerouting and/or repairing approximately 25 lines and sprinkler heads and fine-tuning others. Aaron, NT, was very responsive to our constant needs.

NT was involved with stopping and starting the watering schedule for specific areas numerous times due to construction. Secondly, the drier summer dictated a closer look at all areas receiving and not receiving water.

DP mentioned Cities Management (CM) will not be at this nor the next meeting as they have a maximum of nine yearly meetings per year. Overtime is charged for anything above nine and the board chose not to pay this cost for the remainder of the contract.

2. Approval of Meeting Minutes

KM motioned to approve the July 20, 2020, monthly meeting minutes. RU seconded the motion. No objections. Motioned approved.

3. Treasurer's Report

RU presented the treasurer's report. He stated the HOA had the following balances:

\$	89,828	Checking Account
\$	734,824	Reserve Fund (prior to payment to FPI Paving)

Once the final payment for the asphalt project is paid, the Reserve Fund will have a balance of approximately \$409,824. RU did not submit this month's financials for approval as he stated the Reserve Fund was not reflected accurately due to the movement of monies from one account to another in order to have funds available to pay FPI. The final payment to FPI will be after September 1, 2020, and after all concerns have been address.

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The new financials were published by CM on August 13, 2020. The issue of last month's insurance payment was corrected. However, the paid amount was still \$538.67 higher than the invoice. RU called Sandeen's Insurance Agency; they agreed to email all invoices since October 1, 2019, so RU could verify payments. The BOD and others agreed the invoices from the insurance agent should typically be the same payment each month and the payment should match the invoice.

MJF stated he is currently seeking out a number of different insurance agencies to submit proposals for RCCTA coverage. This will enable us to compare current coverage and costs versus potential suppliers.

RU motioned to approve the June financials; NS seconded. No discussion. Motion approved.

RU presented the following **invoices for discussion and approval**:

- a. Willow River - \$9,311.58
 - (Shrubs, bushes, etc. planting and included a credit adjustment we agreed upon.)
- b. Cities Management - \$144.44
 - (Gutter sealing.)
- c. Willow River - \$7,280.00
 - (Monthly contract amount for lawn care. Earlier in the month, the BOD chose to remove the 'automatic' payment to WR until concerns were addressed.)

RU motioned for all three invoices to be paid; DP seconded. Discussed continuing to pay WR on a monthly basis with BOD approval, only. It was decided not to reinstatement automatically paying them. Motioned passed unanimously.

KM presented and reviewed **NT invoices**, predominately from this year's projects:

- a. Nature's Touch - \$880.00
 - (16 damaged sprinkler heads and testing due to the new paving.)
- b. Nature's Touch - \$570.00
 - (6 sprinkler heads paved over during paving and NT had to cut the supply lines and install new swing pipes, fitting and heads.)

KM stated the BOD should not pay these two invoices at this time and wait until FPI and NT could discuss the details to determine what transpired to cause these repairs. The members agreed.

- c. Nature's Touch - \$1,020.00
 - (Digging up and raising 51 sprinkler heads located next to the newly paved lanes due to the yard/ground elevation change.)

KM motioned to approve paying for half of this invoice and FPI paying for the other half. GT seconded. The BOD discussed RCCTA was responsible for a portion of this needed change as we requested the elevation and drainage slope changes. **Motioned approved.**

KM will contact FPI and NT to discuss the prior mentioned invoices and return with a decision.

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4. Committee Reports

a. Rental Committee:

DP stated he sent language changes to Attorney Brent Johnson. He has received no information back from him to date.

b. Architectural Committee:

GT mentioned **Lunning Concrete will be contracted to repair and repour sidewalks.** After the initial walk around, additional areas were noted and Lunning will rebid the project. Once the proposal is received, the BOD will approve or deny the 'new' bid.

c. Landscape Committee:

KM reported she requested bids for a small 'boulder' retaining wall. The need arose after lane repaving; water was redirected to the other side of the lane. The new flow of water began eroding a portion of a mulched bank.

WR bid on the project; BOD agreed the total was more than we were willing to spend. KM will continue getting proposals. BOD discussed and agreed to changing the 'small boulders' to retaining blocks to match other areas in RCCTA. Due to landscape companies' schedules and current commitments, many have declined the small project. If nothing can be arranged before October, the BOD will hand the project over to MJF for completion.

5. Homeowner Requests

BOD addressed four homeowner maintenance requests:

- a. #1130634 (approved crab tree trimming for fall.)
- b. #1129896 (approved brick pillar repair which has been on the list for Lunning Concrete.)
- c. #1128898 (approved aspen tree trimming for fall.)
- d. #1125384 (on hold until next spring when the entire HOA lawn care situation will be addressed.)

6. Miscellaneous Business

Dryer vent cleaning will be bid-out again. Originally, the BOD contracted with CM to perform the service. However, CM is unable to fulfill the service if we no longer have a standing contract. MJF was notified to reach out for fall proposals.

Lawn Care and Snow Removal vendors were discussed. MJF stated he has reached out to eight different lawncare/snow removal companies to submit bids as WR's contract expires at the end of October. All agreed it is desirable to keep both the lawn and snow contractor the same vendor as it benefits the HOA in that it eliminates 'finger pointing' from one service to the other and also benefits the vendor as they are able to maintain their employees year-round.

The board noted the contract must be more descriptive than the current contract. For example, how many saltings and sandings, when spring cleanup will occur, fertilizer applications, etc. DP suggested we set up a specific working session on discussing our needs and how it relates to the vendors. Tentatively, the BOD set up September 14, 2020, at 2 pm to discuss these issues.

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The annual meeting will be October 22, 2020. The location and time is still undetermined. GT called prior meeting venues, but none are allowing large gatherings due to COVID concerns. The next focus will be calling hotel banquet rooms, schools or potentially having it at Weitkamp Park.

7. New Management Company Transition

By September 10, 2020, MJF will be sending out a mailing announcing the change of management companies. He stated homeowners will receive a couple letters in the early stages of the transition. DP will also send out a letter informing owners of the change.

One item homeowners have to address before the transition is ensuring they update their automatic checking payments to the new management company. CM and MJF do not use the same computer software system to ensure the automatic monthly HOA dues assessments are collected. MJF will be sending out information regarding this manner.

The **next monthly meeting will be September 21, 2020, at 2 pm;** it will tentatively be a teleconference unless notified differently. **KM motioned, GT seconded, to adjourn the meeting.** BOD approved. NS concluded meeting at 3:41 pm.

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhomes Association, Secretary