

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Tuesday, November 17, 2020, 2 pm
Teleconference - Zoom

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

Due to COVID restrictions, the Monthly BOD meeting of the RCC Townhouse Association (RCCTA) was held via Zoom teleconference. President Dave Preller (DP) called the meeting to order at 2:00 pm. Board members present: Nadine Sands (NS,) Vice President; Ronald Urhammer (RU,) Treasurer; Gretchen Trebnick (GT,) Member-at-Large; Karen Mackesey (KM,) Secretary. Property Manager, Matt Fee (MJF) was also present. Three homeowners were in attendance: Stan Payne, Gene Hoff and Marcia Preller.

1. Agenda Approval

KM motioned, GT seconded to approve the November agenda as submitted. Motion carried.

2. Approval of Meeting Minutes

There were no minutes to approve as they were approved at the October 2020 Annual Meeting.

3. President's Report

DP reviewed the **Lighting Décor Policy**. It describes types of lighting, where acceptable, etc. The policy was finalized and sent to homeowners. The policy will be added to the website.

There were comments regarding the early snow and the typical and constant Midwestern snow/ice melt and freeze. The BOD reiterated the HOA will salt the lanes this year as written in the snow plowing contract. Homeowners, however, if they have a specific or difficult area needing extra care, must salt those areas. **The HOA will salt major areas.**

Executive Board goals were developed using the **HOA's mission statement** as the focus. The Mission statement will be published as well as the goals of the BOD. The mission statement drives the BOD's actions. This will be published and sent out.

4. Treasurer's Report

RU stated we made the transition from Cities Management to MJF without any big concerns. Overall, the 'new' financial reports are much easier to decipher and fairly self-explanatory. The following balances were noted:

Checking Account:	\$ 22,345
Savings Account:	\$ 37,125 (money market)
Reserve Fund:	\$422,707

One homeowner's account was sent to the attorney for collection due to delinquency. MJF noted he sent 10 'late' letters; **there are still homeowners needing to change their automatic payment accounts or payments through USPS to MJF. Delinquent accounts will be processed as outlined in our by-laws.**

GT motioned; RU seconded to accept the Treasurer's Financials. Motion unanimously carried.

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It was discussed to **provide a basic financial report with the monthly minutes** consisting of the 1.) budget comparison, 2.) balance sheet and 3.) trial balance. The general ledger information would not be published. This item will go on the December's meeting business.

5. Manager's Report

MJF is waiting on a summary report from Brent Johnson, Lommen Abdo Attorney, on **interpreting the common area**. A Welcome Packet with HOA information was sent to the new homeowners at 49 DWC.

Willow River has completed the fall clean up. As of October 31, 2020, RCCTA is done with their contract; the new landscaping/snow plowing contract is with MJF and Associates.

Save-a-Tree presented a list for tree care and trimming of the Amber Maples for the 2020-2021 season. MJF also sent a request to New Richmond Tree Service regarding the tree trimming. The item will go on a future meeting agenda.

Lastly, the **gutters are not 100 percent complete**. Stayglassy was contracted to clean gutters. According to the vendor, the job is approximately 50 percent complete. MJF is prepared to follow up once the vendor is done to ensure the job is completed to our specifications and then they will be compensated.

6. Old Business

A. As requested from the Annual Meeting, the BOD reviewed the **Sign Policy**. **There was no motion to change the existing policy as it was written and presented.**

B. The BOD reviewed the **homeowner versus HOA responsibility for pest control**. During the past season, rodents have been trapped and re-homed; in conjunction with past practices, the HOA will repair potential entry points to the soffits, but homeowners are responsible for the removal/disposal of the rodents. MJF sent the handyman, GMH Construction, out to repair the issue. Rather than Pechaceks's roofing, GMH will be first in line to repair as the repair job is much quicker and less expensive.

C. The BOD requested MJF send out the **Ice Dam Prevention** notice noting options to prevent and remove ice dams. The RCCTA strongly encourages all homeowners to clear snow 2 to 6 feet on their roofs to prevent ice dams from forming. Roof snow removal and ice dams are the responsibility of the homeowner as well as any damage that may result from ice dams or homeowner's removal of snow on your roof. RCCTA offers our property management personnel for hire to do snow removal at a reasonable cost. Please contact MJF to arrange for this service, they can monitor the snow depth and you can arrange removal at a designated depth.

D. During the spring walk around, **mulch alternatives** will be addressed. Numerous homeowners complained about the poor quality of mulch which is not consistent in size and quality. The mulch does not breakdown easily and it becomes compacted over time which prevents water from naturally soaking away and it is not a high quality. Stan Payne is going to research possibilities along with pricing options. MJF will further present us with possible alternatives in the upcoming year.

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- E. The officer language changes and the rental policy language changes will be addressed in 2021. The HOA must vote on the language changes so they can be legally adopted. Information and a ballot will be sent out to homeowners in January. For the changes to be adopted, 90 percent of the residence must vote and from that number, 75 percent must approve (or not approve.) DP will work on a rough draft.

7. New Business

- A. A homeowner is experiencing **brick deterioration** at the base of the sides of their garage. During the spring walk around, the BOD and MJF will investigate to see if the problem is unique or a larger issue. The maintenance request will be addressed by a future brick project.
- B. NS discussed **smoke alarms**. From experience, she stated smoke detectors are to be replaced every 10 years, as well as the yearly battery changes. If homeowners need to contract someone to assist with this issue, they can send NS an email.
- C. During the December Monthly Meeting, the BOD will **elect positions**. Further, in order to be consistent with our by-laws, etc., NS will chair a Nominating Committee for future elections. The year-long group will ensure that the membership is aware of board positions up for elections prior to annual meetings.

The next monthly Zoom meeting will be held on December 14, 2020, 2 pm. **KM motioned; RU seconded to adjourn the meeting.** All in favor. Meeting was adjourned at 4:06 pm.

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhouse Association, Secretary