

**Red Cedar Canyon Townhouse Association**  
**Board Meeting: RE: Monthly Meeting**  
**Monday, October 18, 2021, 2 pm**  
**First National Community Bank, Hudson**

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

The Monthly BOD meeting of the RCC Townhouse Association (RCCTA) was held in the conference room at the First National Community Bank, 744 Ryan Drive, Suite 100, Hudson, WI, 54016. President Dave Preller (DP) called the meeting to order at 2:08 pm. Board members present: Dave Preller (DP,) Ronald Urhammer (RU,) Treasurer; Wayne Wiser (WW,) Member-at-Large; Karen Mackesey (KM,) Secretary, were in attendance. Gretchen Trebnick (GT,) Vice President was absent; Property Manager Matt Fee (MJF,) Property Manager, was on vacation. One homeowner present: Audrey Ichel.

**1. Approval of Meeting Minutes**

**KM motioned; RU seconded to approve the August 16, 2021, minutes with no changes. Motion carried unanimously.**

**2. Agenda Approval**

**RU motioned; KM seconded to approve the October agenda as submitted. Motion passed.**

**3. President's Report**

DP discussed the **2021 Annual Meeting**. September is a good time to hold the annual meeting as most homeowners are still in the Hudson area and have not yet travelled to warmer states. Despite the weather and still-present COVID restrictions, we had a larger than anticipated participation; it was a successful meeting.

He reiterated the **BOD's method for managing HOA duties**. The BOD consists of five individuals, with no one opinion carrying more weight than the other four members. All decisions are voted upon with the final decision based on majority. It is a team approach and there are no personal agendas; the BOD has been elected by the membership to represent all.

He addressed some members' concerns regarding **chemical lawn applications**. The HOA is responsible to warrant all areas in the HOA are treated and cared for as in past years. When applications are applied to lawns, MJF notifies homeowners (also via the website) when foot traffic is safe. The BOD will request a spec sheet from our landscape contractor, CR Property Maintenance (CR.)

The BOD and Property Manager (PM) met to discuss **ways to improve communication** with the membership; also noted was possible adjustments to be made to improve methods of presenting the budget. In turn, we discussed specific areas in which the BOD could improve specific communications from, and with, homeowners and the PM, and ways we could improve turnaround time on minutes and follow ups.

The last comprehensive **Reserve Study was completed in 2017**. It projected out 15 years to 2032. We continuously consult the study for guidance, but do not assume it is the 'holy grail' of doing business. We have an active, conscientious BOD, the membership is diligently involved in guiding the BOD with projects and directing focus and past BODs are on sight and are called upon for clarification and for obtaining historical information when necessary.

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**4. Treasurer’s Report**

RU reported out on October financials. The following account balances were noted:

	<b>September Financials</b>	<b>June Financials</b>
	<b>Reported Out on:</b>	<b>Reported Out on:</b>
	<b><u>October 18, 2021</u></b>	<b><u>August 16, 2021</u></b>
<b>Checking Account:</b>	<b>\$ 1,700</b>	<b>\$ 23,663</b>
<b>Savings Account:</b>	<b>\$ 10,070</b>	<b>\$ 30,061</b>
<b>Reserve Fund:</b>	<b>\$ 568,664</b>	<b>\$ 544,217</b>

The reserve fund has a balance of \$568,664, which is comprised of money markets and CDs. The savings account balance was pushing over \$30K, so \$20K was transferred to checking to off-set the large irrigation and asphalt invoices we received last month.

Noted large invoices for the month were as follows: Abrahamson’s for shrubs/plants which included a two-year warranty- \$18,826; FPI for crack filling, removing/milling and adding new asphalt to areas experiencing extremely poor conditions and repairing a garage apron - \$18,224; garbage (assuming for the 4<sup>th</sup> quarter of 2021) of \$5141 which will be investigated to verify if this in fact the 4<sup>th</sup> quarter; Waste Management is extremely irregular in billing. Income from homeowner dues was \$32,848. **WW motioned; KM seconded to approve the Treasurer’s Report as presented. There was no discussion; motion passed.**

RU noted he will be asking the PM for viewing access to all invoices so he can quickly clarify services.

**5. Manager’s Report**

Since MJF was not able to attend, DP noted the current status of our vendors. CR appears to be completed with the seasonal lawn mowing; the fourth lawn application was applied. CR still has fall clean up to perform. **EG (Evergreen Irrigation) must winterize the system, yet. The gutter cleaning is to be completed in the next few weeks.** Squeaky Clean received the \$2,400 contract on the gutters for 2021 as the prior vendor, Stayglassy, is no longer in the business.

**6. Old Business**

The BOD had a **lengthy discussion on gutters and downspouts.** They discussed historical data, building code, trees causing gutter-clogging debris, how weather influences placement of downspouts, past practices, aesthetics of changes to the current system, costs, maintenance issues, etc.

The one thing the BOD agreed and decided upon was to establish a ‘workshop’ during the winter months, to gather information and data, to understand all the different problems (as it is not just one concern area,) to discuss possibilities of solutions (as it is not just one potential solution,) to reach out to the membership for ideas, to weigh the potential benefit from the cost add.

**At the 2021 Annual Meeting, the HOA voted on language changes: 1.) directors must be residents (currently, BOD do not have to reside or be an owner at RCCTA) and 2.) no more than three rentals (currently, there is no restriction.) There were 54 total homeowners who voted.** Unfortunately, our

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governing documents require a 75 percent participation rate of mortgage free units to change these covenants (84 voting members were required) and 51 percent of the mortgaged units.

The BOD reviewed the results received and will be discuss whether it is cost beneficial to pursue language changes in the future. The following was the voting outcome:

1. Language Change: Directors must be members of the Association...and shall reside in [RCCTA.]
  - a. Yes - 53 (they should be members of the HOA.)
  - b. No - 1 No (no they do not have to be members of the HOA nor reside at RCCTA.)
2. Language Change: No more than three [of the total 112 units shall be rented at one time.]
  - a. Yes - 33 (the HOA should limit the rentals to no more than three.)
  - b. No - 21 (does not support the three rentals.)

The 2022 budget was reviewed. **RRU motioned; KM seconded to approve the 2022 Budget.** Barring any extraneous situations, \$150K will be added to the 2022 reserve fund; all contracts, (still waiting on EG to submit,) have been bid on and accepted. The BOD pointed out the 2022 Budget is a projection for our upcoming fiscal year. It is a forecast using prior historical data (monthly invoices, services required, etc.) to forecast the next 12 months. **DP called the vote; motion passed unanimously.**

**7. New Business**

After the annual meeting, the BOD must assign positions to the directors. **DP motioned; WW seconded the motion to continue having GT as Vice President and WW as the Member-at-large. Motion passed.**

The following positions were finalized:

- DP – President
- GT – Vice President
- RU – Treasurer
- KM – Secretary
- WW – Member-at-Large

**A nominating committee is required the next BOD elections. WW volunteered to chair the committee** and will be addressing this at a later date as well as noting it on the website. Currently, if no BOD resigns during the year, there will be two positions up for election next fall.

**The HOA will be seeking a different attorney.** The current HOA attorney we have been using does not have his specialty in HOA law. The HOA will seek an attorney specializing in Wisconsin HOA law. MJF will be tasked with researching this field.

WW will be composing a ‘survey’ for the homeowners. A survey website will be used to create, send, collect and quantify the results. The survey is still in early stages and will be developed near the beginning of the year.

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Lastly, there was additional questions about front storm doors. Per the policy, which can also be found on the website, **the approved front door is a full-view Larson door.**

8. Concluding with the business portion of the meeting, **DP opened the floor for homeowner input.** Al inquired about trash and if it would be prudent to change container sizes, informing Waste Management when to put garbage on hold, etc. Concerning her last question about gutter cleaning, the BOD stated we were assured the cleaning would happen before a major freeze.

The November 15, 2021, **monthly HOA meeting will be at 2 pm**; it will be held at the FNC Bank (First National Community Bank,) located at Exit 4, 744 Ryan Drive, Ste 100, Hudson, WI 54016. **KM motioned; WW seconded to adjourn the meeting. Motion passed. Meeting adjourned at 3:54 pm.**

Respectively submitted,

Karen M. Mackesey  
Red Cedar Canyon Townhouse Association, Secretary

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**RCCTA EXECUTIVE BOARD MEETING AGENDA**

**Type of Meeting:** Regular Monthly Board  
**Meeting Date:** October 18, 2021  
**Location:** Bank Conference Room  
**Call to Order:** 2 pm

- 1.0 Call to Order
- 2.0 Roll Call
- 3.0 Approval of Previous Meeting Minutes
- 4.0 Additions and Approval of Meeting Agenda
- 5.0 Reports
  - 5.1 President's Report
    - 1. How this board operates
    - 2. Questions – not issues from residents during the meeting
    - 3. Successful annual meeting – under wet and cold conditions
    - 4. Lawn application concerns
  - 5.2 Treasurer's Report
    - 1. Balances and Misc.
  - 5.3 Manager's Report
    - 1. Architectural Work
    - 2. Landscape Work
    - 3. Miscellaneous Maintenance and Repair
- 6.0 Old Business
  - 6.1 Gutters and Downspouts
  - 6.2 Governing Document Amendment Language
  - 6.3 2022 Proposed Budget
- 7.0 New Business
  - 7.1 Election of Officer Positions on Board of Directors
  - 7.2 Nominating Committee for 2022 Elections – Chair
  - 7.3 Association Lawyer
  - 7.4 Homeowner Survey – input requested
  - 7.5 Doors – Larson doors per policy
- 8.0 Homeowner Input
- 9.0 Adjournment