

**Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, November 15, 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 2:00 pm. Board members present: Dave Preller (DP,) Gretchen Trebnick (GT,) Vice President, Ronald Urhammer (RU,) Treasurer and Karen Mackesey (KM,) Secretary, were in attendance. Wayne Wiser (WW,) Member-at-Large was absent. Property Manager Matt Fee (MJF,) Property Manager, was present. No homeowners were present.

1. Approval of Meeting Minutes

KM motioned; RU seconded to approve the October 18, 2021, minutes with no changes. Motion carried unanimously.

2. Agenda Approval

KM motioned; GT seconded to approve the November agenda as submitted. Motion passed.

3. President's Report

DP began his report stating the 2022 Budget has been approved and presented to the homeowners. For the third row, the HOA monthly dues will remain the same, \$293.

Three policies were discussed and acted upon which needed clarification. The first policy was the **'Additional External Lighting and/or Decorations' Policy**. There were areas which contradicted each other and the BOD made a motion to amend those clauses. After discussion, **GT made a motion to remove 'No additional lighting allowed in the front mulch area' (second bullet point under General Guidelines) and to remove 'Other than Christmas holiday decorative lighting, lights should not be placed in the front of the unit' (first paragraph under Additional External Lighting; RU seconded the motion; motion carried unanimously**. In other words, holiday lighting is allowed in the front mulch areas. As a reminder, Christmas lights are allowed the Friday after Thanksgiving and weather permitting, be removed within three weeks.

The second policy was the 'RCCTA BOD Position on the Exterior of the Units: Rights and Obligations.' **GT motioned; KM seconded to clarify the policy by adding 'Common Area' after Exterior of the Units in the title and to add the same to the third bullet point so it reads [to] repair and improve the exterior of the unit and common area [etc.] Motion discussed and passed.**

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.)

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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.

4. Treasurer’s Report

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

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

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 4th quarter of 2021) of \$5141 which will be investigated to verify if this in fact the 4th 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,

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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

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

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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.

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: November 15, 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- team with individual input
 - 2. Questions – not issues from residents during the meeting
 - 3. Light Policy – needed revisions
 - 4. Common Property – no definitive answer
 - 5. Mulch Policy – approved list of mulches
 - 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 2022 Proposed Budget
 - 6.3 Association Lawyer
 - 6.4 Homeowner Survey - update
- 7.0 New Business
 - 7.1 RCCTA Policies – authority/power; review policies
 - 7.2 Holiday Season lighting/Decoration – RCCTA Policy
 - 7.3 Flags, flag pole, Signs Policy
 - 7.4 Property Manager Contract 2021-2022
- 8.0 Homeowner Input
- 9.0 Adjournment