

**Red Cedar Canyon Townhouse Association**  
**Board Meeting: RE: Monthly Meeting**  
**Monday, August 16, 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 2:04 pm. Board members present: Gretchen Trebnick (GT,) Vice President; Ronald Urhammer (RU,) Treasurer; Karen Mackesey (KM,) Secretary. Property manager, Matt Fee (MJF,) was in attendance. Two homeowners present: Wayne Wiser (WW) and Doug Lamb (DL.)

DP reviewed the meeting decorum: BOD will first conduct monthly HOA business matters. Guests can observe and listen to the meeting. After the BOD has adjourned the meeting, homeowners are free to offer comments and concerns.

**1. Approval of Meeting Minutes**

**KM motioned to approve the July 19, 2021, minutes with changes to the wording under 'New Business,' second paragraph: it should state GT's "third year of her first term" rather than "third year of her last term;" RU seconded. Motion passed.**

**2. Agenda Approval**

**RU motioned; GT seconded to approve the August 2021 Monthly agenda as submitted. Motion passed.**

**3. President's Report**

DP presented the president's report. He noted the application of WW to serve on the HOA board. He appointed WW to fill GT's remaining term until 2021 elections at the annual meeting. **KM motioned; RU seconded to approve the appointment of WW to fill the remaining term. Motion passed.**

The upcoming **annual meeting will be at Weitkamp Park on September 20, 2021.** It happens to be the 20<sup>th</sup> anniversary of RCCTA. As per MJF, the annual packet will be mailed to homeowners after the third week in August. Included will be the notice, agenda, language change information, proxy statements, etc. DP mentioned the possible need for a microphone system which MJF will look into. Members of the BOD will check in members, collect proxies if required and hand out 20<sup>th</sup> anniversary gifts. Water and cookies will be provided. Weitkamp was selected keeping in mind current COVID situations. It is suggested to bring along a chair in case there are not enough sitting areas.

This upcoming year we will have, for the first time in a while, a 'team of good' contractors working together as a team. MJF, Cory from CR Land Maintenance (CR) and Mark from Evergreen Irrigation (EG) all communicate with each other and work towards the same mission of the betterment of RCCTA.

Focusing on other issues, DP stated EG is completed with the repairs. He spent an enormous amount of time, labor and energy repairing the system. As noted in past meetings, it was found to be helpful running the irrigation for a couple days during daylight. Homeowners were able to verify the coverage they are receiving and if not adequate, or it needs adjusting, a quick note to MJF will add their unit to the 'repair/adjustment' list of sprinklers which is ultimately forwarded to EG.

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With respect to the language changes, one of them to be voted upon will be a rental policy change. Regardless of the vote, it should be noted, **rental units, per RCCTA Rental Policy, must have a document signed and on file with the property management company stating such.** The document can be found on the website under Association, Property Policy (Page 2,) 'Rental Policy for Townhouse Units.'

**4. Treasurer's Report**

RU reported on the July financials. The following account balances were noted:

	<b>July Financials</b>	<b>June Financial</b>
	<b>Reported Out on:</b>	<b>Reported Out on:</b>
	<b><u>August 16, 2021</u></b>	<b><u>July 19, 2021</u></b>
<b>Checking Account:</b>	<b>\$ 23,663</b>	<b>\$ 16,829</b>
<b>Savings Account:</b>	<b>\$ 30,061</b>	<b>\$ 30,055</b>
<b>Reserve Fund:</b>	<b>\$ 544,217</b>	<b>\$ 532,441</b>

RU researched financials regarding Waste Management (WM) and billing. WM has unpredictable, erratic billing; in 2020, they did not bill us one quarter and preceded to bill us that amount in 2021. If they bill all four quarters of 2021, and also the last quarter of 2020 this year, we will be approximately \$4700 over budget. However, the account will be even and accurate for the beginning of 2022.

He noted only one homeowner's account was past due. Owners have been diligent in paying their association fees in a timely manner.

**KM motioned; GT seconded to accept the Treasurer's report as presented. Motion passed.**

**5. Manager's Report**

According the MJF's Manager's Report, there were no architectural requests. He did forward the 'do not prune' requests to CR. Abrahamsons planted shrubs recently and once the invoice is received, he will physically inspect the areas prior to paying the bill.

Aaron the handyman repaired a leaking spigot, reset and repaired multiple retaining block walls, filled a pothole, repaired a few gutter leaks and other miscellaneous tasks.

MJF reiterated EG stated he was up-to-date on all the repairs and requests.

GT asked when the arborvitaes were going to be reviewed; MJF said they will be reviewed during a fall walk around. Secondly, she asked for follow up on an owner's unit with a water leak and outdoor air vent install. Accordingly, the handyman will be addressing this item later in the summer/early fall.

Lastly, the website was updated with a quick reference for homeowners regarding **common association specifications for garage doors, front doors, paint colors, etc. That can be found under Association, Property Information, 'RCCTA Common Specs for Maintenance.'**

**KM motioned; WW seconded to approved the Manager's Report. Motion passed.**

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**6. Old Business**

**The milling and repair of asphalt will continue as planned;** FPI will be performing the work.

All residents are to be reminded to have **patience with the vendors**. We are not their only customer and they do their best to accommodate us in a timely manner. There have been repair part delays, low inventory levels, etc. It is no different than the other goods and services we personally purchase. COVID and worker shortages have impacted many businesses.

The **15 Autumn Blaze Maple trees** planted last year are not all thriving. Two are dead and two are struggling and have partially turned. Willow River (WR) planted these trees in 2020 with a two-year warranty. When WR was questioned about the problem, they stated the trees were dying due to 'weed whipping' and stated mulch was never placed around them and thus made the warranty void. The BOD disagrees with their explanation.

To gain another perspective, Sav-a-Tree (SAT) came out and inspected the same four trees. They stated the trees appear to be damaged below the ground level. It appears this underground damage is choking off the inside of the base preventing it from absorbing water. He went on to explain it appears the damage is about four years old.

The BOD requested MJF to obtain another opinion requesting first the UW-River Falls specialist and if they are unable, to contact Gertens for an opinion. It would be approximately \$2000 to replace four trees. The BOD stands by the fact that we did not void the warranty and WR;s warranty obligates them to replace their work. Upon a second opinion, the BOD will decide on an action.

**7. New Business**

There was no pertinent new business to discuss.

The BOD reviewed the 20<sup>th</sup> anniversary gift which will be distributed at the annual meeting. The different items and prices were discussed keeping in mind which would best fit our homeowners lifestyle and not overspending.

Prior to adjourning the meeting, DP asked DL for his comments. DL asked if CR pulls weeds. MJF stated CR does not physically pull weeds, but he does spot spray weeds in mulch beds on a weekly basis. MJF will reiterate to CR the concern.

Secondly, DP requested homeowners with pets be mindful not only of the RCCTA pet policies, but also the **City of Hudson's ordinance that dogs/pets must be kept on a lease at all times when outdoors**. Everyone needs to be respectful of other's property and abide by this ordinance as well as adhere to the waste removal.

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**Rather than the typical monthly meeting, we will be having the September 20, 2021, 2021 Annual Meeting. It will begin promptly at 5:30 pm to 7 pm at Weitkamp Park in Hudson, WI. Please bring a chair in case there is limited seating. Arrive earlier so you can check in (so we can establish a quorum,) drop off any paperwork, collect the anniversary gift and grab a drink and cookie. RU motioned; WW seconded to adjourn the meeting. Motioned passed. Meeting adjourned at 3:52 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:** August 16, 2021  
**Location:** Bank Conference Room  
**Call to Order:** 2 pm

1.0 Call to Order

2.0 Roll Call

➤ Instructions on meeting decorum; participation by visitors

3.0 Approval of Previous Meeting Minutes

4.0 Additions and Approval of Meeting Agenda

5.0 Reports

5.1 President's Report

1. Annual Meeting Notice - notice, agenda, proxy, language change info
2. Annual Meeting Agenda - finalized as seen in handout to BOD
3. Irrigation and Lawn Maintenance
4. Garbage Expense - budget
5. 20<sup>th</sup> Anniversary Gift
6. Two Tables at Annual Meeting

5.2 Treasurer's Report

5.3 Manager's Report

1. Architectural Work
2. Landscape Work
3. Miscellaneous Maintenance and Repair

6.0 Old Business

6.1 Asphalt Work

6.2 Fifteen Willow River Trees; 2 dead, 2 more in jeopardy

7.0 New Business

8.0 Adjournment

➤ Homeowner Input