

**Red Cedar Canyon Townhouse Association**  
**Board Meeting: RE: Monthly Meeting**  
**Tuesday, June 20, 2022, 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 at the First National Community Bank. 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 Wisner (WW,) Member at Large was absent. Property Manager Matt Fee (MJF) was in attendance. Patty Solem (PS) was the homeowner present.

**1. Approval of Meeting Minutes**

**KM motioned; GT seconded to approve the May 16, 2022, minutes with no changes. Motion carried.**

**2. Agenda Approval**

**KM motioned; GT seconded to approve the June agenda as submitted with the additions of adding edging in old business and discussing invoices over \$1,500 in new business. BOD discussed that the President's Report of lawn care (fertilizer) will be moved to the Manager's Report. Motion carried.**

**3. President's Report**

DP reiterated BOD monthly meeting with the manager is for the purpose of the BOD to carry on HOA business. The BOD reserves time noted on the agenda for homeowner concerns. If a homeowner has a BOD question during the meeting, the President would rule during the meeting if it is appropriate or out of order dependent on the question.

The **Sav-a-Tree bid was reviewed**. The invoice is for removing two dead trees, trimming three red pines' branches (found in a cluster of trees on WCD) and removing six unhealthy Austrian long needle pine trees. BOD discussed the possibility of receiving the same amount of work, but not on all the specific trees they noted. BOD discussed removing two 'patio pines' which homeowners have requested to be examined as their health and longevity is in question. The BOD will physically review the area in detail and make a decision in July.

Regarding the **FPI Asphalt project** (repaving lanes and repairing driveway aprons,) the BOD discussed the updated bid received for Phase 2 and 3. BOD requested a current bid to verify where current costs are projected as it relates to inflation. It appears the cost, if FPI performed the work in 2022, would be approximately \$550k.

Further, BOD reviewed the pros and cons of performing the work now. All points were noted: the project would be paid with our Reserve Fund; is it wise to perform the work before the projected date of 2023 or 2024; if both phases are completed at the same time, it saves money; initiating the project now would be fiduciary responsible due to future market uncertainty (dollar today is worth more than tomorrow;) however, there are many unknowns regarding the insurance adjustor's roof inspection; do we need more time to plan the project. The BOD chose to continue the discussion under old business at a future meeting.

**Red Cedar Canyon Townhouse Association**  
**Board Meeting: RE: Monthly Meeting**  
**Tuesday, June 20, 2022, 2 pm**  
**First National Community Bank, Hudson**

At one of the next monthly meetings, the **inconsistency in lighting will be discussed**. It is evident there are different types of lighting which provide illumination, some more harsh and offensive than others. Lumens and colors of lighting will be discussed.

**4. Treasurer's Report**

The financial report was presented by RU. He first reviewed the Reserve Fund and stated we are on pace to hit \$700k by August.

Noted below are the financials for June's report out:

	<b>May Financials</b> <b>Reported Out on:</b> <b><u>June 20, 2022</u></b>	<b>April Financials</b> <b>Reported Out on:</b> <b><u>May 16, 2022</u></b>
<b>Checking Account:</b>	<b>\$ 23,896</b>	<b>\$ 17,606</b>
<b>Savings Account:</b>	<b>\$ 10,076</b>	<b>\$ 10,075</b>
<b>Reserve Fund:</b>	<b>\$ 662,511</b>	<b>\$ 640,141</b>

Besides reoccurring expenses, the following items, predominately performed by GMH (Aaron Hind-Handyman,) were paid as services requested by the HOA:) resetting a portion of a retaining wall, attic ventilation repair, spigot repair, sidewalk joint repair, repairing/installing retaining wall capstones, replacing shrubs. Lastly, he completed gutter and dryer vent cleaning: roughly \$1800 for both services.

MJF stated there was one homeowner/unit in collection due to unpaid association fees.

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

**BOD discussed a potential upcoming increase in HOA monthly dues.** For the last 3 years, dues have been steady at \$293. Due to inflation and potential increases with HOA vendors, the BOD is likely raising dues beginning in the new year. Per the CPI index (May 2022,) the average increase for all items over the past 12 months have increased over 8 percent. The BOD considered a one-time increase versus a two-step increase over successive years. The discussion will continue at the August HOA monthly meeting; BOD will present the final results at the Annual Meeting.

Additional comments stated prices have indeed increased, but the HOA is saving monthly expenses as the irrigation system was extensively revamped/repared in 2021 and the majority of the shrubs, which reached their life expectancy, have been replaced.

**5. Manager's Report**

MJF presented the Manager's report. There were no Architectural or Landscape requests. He contacted **Abrahamson's** (2021 plant/shrub vendor;) they will be performing a **HOA 'warranty walkaround'** verifying their shrubs/plants survived. Abrahamson's provides a two-year warranty.

MJF stated there is a request to replace a few retaining wall capstones; cost is approximately \$800. **GT motioned; KM seconded to have GMH replace the capstones, using similar stones, on two retaining walls.** BOD discussed. The stones are slowly deteriorating, but there is no structural degradation; it is

**Red Cedar Canyon Townhouse Association**  
**Board Meeting: RE: Monthly Meeting**  
**Tuesday, June 20, 2022, 2 pm**  
**First National Community Bank, Hudson**

purely superficial. A vote was called. **Motion approved 3 to 1; DP opposed.**

MJF spoke with an attorney regarding potential **HOA liability issues** when owners perform their own 'work.' This work could be installing their own mulch, roof raking, trimming hedges, etc. The attorney drew up a form which the HOA will release. The BOD reviewed the Indemnity Agreement. The attorney stated owners (if two owners on title then two signatures are needed) would sign the form and the HOA would hold the paperwork for as long as the unit remained in their names. It would be a one-time procedure. Owners still must submit Modification Requests for approval; the Indemnity Agreement only states the HOA does not have a liability for personal injuries, etc.

**DP motioned; GT seconded to create a policy, which includes an Indemnity Agreement form, whereas all unit owners must sign the agreement, forward it to the manager to maintain and be completed by August 1, 2022.** No discussion occurred. **Motion passed.**

**6. Old Business**

There will be **two trials being performed on downspouts/eave troughs.** The first involves Seamless Gutters and Construction retrofitting, or enlarging, the gutter/downspout elbow which transfers water from the garage roof to the downspout at the front of the unit (water is then released to the driveway.) The BOD, via owners contacting the MJF, would like owners to provide feedback on the trial. **Units receiving a 'reworked elbow' are the following: 37, 39, 41, 43, 53, 55, 57, 59, 145 and 147.**

The second trial is a **pilot project for one building, or one quad.** After much discussion and analyzation, the same vendor will be installing one additional downspout near the front of the house/second bedroom, front foyer. The eave trough is to spill water out onto the mulched area in front of the bedrooms. In order to pilot this project, one entire building was necessary. **Units to be receiving the additional downspout, etc. are the following: 141, 143, 153 and 155. One entire quad was preferred as it shares a common roof area.** Owners are encouraged to provide feedback on the results.

There was no update on the homeowner survey.

MJF stated there are about 12 units in which GMH will be installing the motion sensor garage soffit light. Estimated completion is by the end of June.

The limitations of lighting, types and lumens is still on the agenda. BOD will discuss in more detail at a later date.

DP started the conversation regarding **Land Management, Corey Rose (CR.) The BOD agreed he is falling behind on his duties.** He was requested to spread gypsum to particularly dry/unhealthy lawn areas; this was not completed. Secondly, the first fertilizer application was applied late in the optimal effectiveness time period. Hedge, shrub trimming should be completed by June; CR has yet to give us a firm date for the task. Sod replacement has not been completed.

The BOD proceeded to discuss the disappointing results. They requested MJF begin researching and obtaining bids in case the HOA needs to replace the current vendor. However, the BOD discussed CR is

**Red Cedar Canyon Townhouse Association**  
**Board Meeting: RE: Monthly Meeting**  
**Tuesday, June 20, 2022, 2 pm**  
**First National Community Bank, Hudson**

performing above expectations for snow removal/cleaning and his lawn cutting has been acceptable. Therefore, perhaps the **HOA could 'contract out' certain services which CR is having difficulty completing due to employee availability, being overwhelmed with jobs and other backlog issues.**

MJF presented a possibility of **Sav-a-Tree taking over the lawn applications.** CR's contract is responsible for four applications; he has completed one. Sav-a-Tree presented a proposal for five applications. Since CR already completed one, four more would be proposed. MJF will contact CR to present this plan (HOA enters into an agreement with Sav-a-Tree and CR credits us with 'not performing' the remaining three applications. Lisa, from Meadowlark **(ML,) was contracted to perform CR's weeding responsibility.** ML completed this task, along with the mulch installation. CR will credit the HOA as his company did not perform the service as intended.

In the future, **edging will continue to be discussed.** Even though ML's bid of \$30k for edging repair/replacement was not approved, the BOD must continue researching alternatives in both the edging material and alternative bids.

**7. New Business**

The **two-story brick column repair** vendor must be selected. **GT motioned; RU seconded to accept the DAWG Contractor bid for the repair.** BOD discussed. Before selection of one of the two contractors' bids (one vendor presented a cement capstone; the other presented a 'pre-formed aluminum capstone,') it must be investigated whether the brick pillar base structurally supports the large, two-story column going to the soffit/roof line, (determines which vendor's method has more or less structural risk.) **GT withdrew motion. GT presented a new motion. GT motioned; KM seconded to have GMH remove the top layer of brick from the base to evaluate if the base structurally supports column. Motion approved.**

**The May 19, 2022, hailstorm inspections are still 'in-progress.'** Immediately post storm, the claim was filed. The original inspection date was delayed due to inability of the insurance company to inspect all the roofs within a specific number of days. At the time of the monthly meeting, we are expecting inspection on June 22 and 23. Brian Pechacek, Pechacek Roofing (BP,) will be with the inspectors. The BOD is frustrated with State Farm's responsiveness and attention to detail.

**Fascia cleaning was discussed. KM motioned; GT seconded to have the HOA 'clean' exposed exterior portions of gutters and soffit/fascia every five years.** The BOD discussed the reasoning and pros and cons. It would predominately be northsides of units where mold can grow. GMH could power wash or scrub the needed areas. An alternative is to have homeowners be responsible for hiring GMH on their own if their unit was in need of cleaning. **GT made a motion to amend the motion to every other year beginning in 2022, and if the BOD deems necessary.** Prior to performing the work, MJF will procure a bid from GMH as the expense would be charged against our general maintenance account. **Vote was called. Motion passed 3 to 1; RU opposed.**

There is no update on the cause of the waterpipe break at unit #263. We are anticipating a report from Zappas, who completed the repair.

GT stressed the BOD needs to be aware if MJF spends over \$1500; it was agreed this will continue to be the process.

**Red Cedar Canyon Townhouse Association  
Board Meeting: RE: Monthly Meeting  
Tuesday, June 20, 2022, 2 pm  
First National Community Bank, Hudson**

**8. Homeowner Input**

The only input from homeowner PS was to request the yard mowing service to trim/cut grass under the trees.

**The July 18, 2022, 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; GT seconded to adjourn the meeting. Motion passed. Meeting adjourned at 4:21 pm.**

Respectively submitted,

Karen M. Mackesey  
Red Cedar Canyon Townhouse Association, Secretary

**Red Cedar Canyon Townhouse Association**  
**Board Meeting: RE: Monthly Meeting**  
**Tuesday, June 20, 2022, 2 pm**  
**First National Community Bank, Hudson**

**RCCTA EXECUTIVE BOARD MEETING AGENDA**

**Type of Meeting:** Regular Monthly Board  
**Meeting Date:** June 20, 2022  
**Location:** First National Community Bank, Hudson  
**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- resident questions, meeting decorum
    - 2. Trees – 3 option plan
    - 3. Fertilization plan for 2023; hiring Sav-a-Tree
    - 4. Asphalt replacement project; Phases 2 and 3
    - 5.
  - 5.2 Treasurer's Report
    - 1. Financial report out
    - 2. Dues for 2023
    - 3. Reserve fund goals
    - 4.
  - 5.3 Manager's Report
    - 1. Architectural Work
    - 2. Landscape Work
    - 3. Miscellaneous Maintenance and Repair
    - 4.
- 6.0 Old Business
  - 6.1. Gutters and Downspouts
    - a. identify/notify owners who are getting 'enlarge' eave/downspout elbows
    - b. identify/notify 4 owners for pilot project of additional front downspout and resloped eave
  - 6.2. Homeowner Survey - update
  - 6.3a. Motion detection light for homeowner garage entrance; \$180
  - 6.3b. Limitation on power of lighting; lumens, etc.
  - 6.4. CR – June tasks; summer trimming of hedges, shrubs, etc.
  - 6.5.
- 7.0 New Business
  - 7.1 Select vendor for 2 story brick work on column capstones
  - 7.2 Hailstorm – update; any garage door damage from hail?
  - 7.3 Exterior gutter fascia/soffit cleaning
  - 7.4 Follow up on #263 water pipe repair: findings on soil test, electrical inspection
- 8.0 Homeowner Input
- 9.0 Adjournment