

**Red Cedar Canyon Townhouse Association**  
**Board Meeting: RE: Monthly Meeting**  
**Tuesday, July 18, 2022, 2 pm**  
**Teleconference - Zoom**

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 via Zoom. President Dave Preller (DP) called the meeting to order at 2:01 pm. Board members present: Dave Preller (DP,) Gretchen Trebnick (GT,) Vice President, Ronald Urhammer (RU,) Treasurer, Wayne Wisner (WW,) Member at Large and Karen Mackesey (KM,) Secretary, were in attendance. Property Manager Matt Fee (MJF) was in attendance. Doug Lamb (DL,) homeowner was present.

**1. Approval of Meeting Minutes**

**KM motioned; GT seconded to approve the June 20, 2022, minutes with no changes. Motion carried.**

**2. Agenda Approval**

**KM motioned; WW seconded to approve the July Agenda with an addition under New Business of the annual meeting and open positions. Motion carried. (Agenda attached.)**

**3. President's Report**

The BOD held the meeting via Zoom as two BOD members were off location. Homeowners can virtually attend these types of meetings by requesting MJF to add you to the Zoom invitee list.

DP presented the report. We now have a total of **two WCD Autumn Blaze Maple trees which have died** (planted by Willow River) and one dying oak tree near a homeowner's patio. **GT motioned; RU seconded to remove and replace the three dead trees. Passed unanimously. DP motioned; GT seconded to replace the removed trees with two autumn blaze maples and one red bud tree. Motion carried.** MJF stated he already received a bid from Valley View (VV) for approximately \$2,769 for removal and three trees. **KM motioned; GT seconded to have VV remove and replant the trees assuring the bid was for two maples and one red bud. All approved.**

**KM motioned; RU seconded to table the six Austrian Pine Tree removal.** Discussion as to the project not being critical and the fact that we can better plan and budget for it in 2023. Vote was called; **motioned passed unanimously.**

Next on the agenda, was the future asphalt project. **GT motioned; WW seconded to table phases 2 and 3 of the HOA lane/apron asphalt project until at least 2023.** The BOD received an updated bid from FPI to estimate how much inflation and blacktop prices have increased. If costs continued escalating, and no leveling off/stabilization was in sight, the BOD, at one point, thought it could be beneficial to pull it ahead to 2022 to avoid future, unknown increases. The HOA has the money to complete both phases but will reevaluate in 2023; there is still the unknown of hail/roof damage. Future projects will in part be determined by the outcome of the insurance inspection. DP called the vote; **motion carried.**

Lastly, the **Liability Waiver Form will be moved the Annual Meeting under Old Business. It will be easier to answer questions on why the BOD implements the HOA form.**

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4. Treasurer's Report

RU presented the financial report.

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

	June Financials Reported Out on: <u>July 18, 2022</u>	May Financials Reported Out on: <u>June 20, 2022</u>
Checking Account:	\$ 8,831	\$ 23,896
Savings Account:	\$ 10,077	\$ 10,076
Reserve Fund:	\$ 674,196	\$ 662,511

He noted the checking account decreased approximately \$15k mainly due to paying the final mulch project payment. In addition to Meadowlark's (ML) mulch invoice, we also paid ML to weed the mulch beds prior to placing the mulch. This amount will be reduced off Corey Rose's (CR) monthly bill. Further, the gutter vendor was paid \$1,053 for a down payment on the gutter rework; the tentative plan for this project will be September 7, 2022.

He stated one homeowner was in arrears and it has gone to collections.

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

RU stated one of the RCCTA CDs, of \$105k, will reach full term November 2022. In the interim, he has been researching CD rates. **It was noted he will continue to research rates and will present a plan at the October meeting for the BOD to vote on potential CDs.**

RU noted, other CD rates and lengths to maturity will have to be weighed against future projects. For example, if the asphaltting was planned in the next couple of years, and if roofs are not going to be replaced via our insurance claim, then it would behoove us not to enter into lengthy CD contracts. He stated he would like to see the HOA perform a Reserve Study once a decision has been made on the roof situation.

Secondly, RU and MJF will discuss new monthly HOA dues. As noted before, inflation has prompted us to consider a dues increase in order to keep up our vendors' increases. **The BOD will vote on a monthly HOA dues amount and have a figure prior to the annual meeting.**

5. Manager's Report

MJF presented the Manager's report. Most importantly, **we have yet to receive an inspection report from State Farm Insurance on the hail damage claim.** MJF has six associates in Hudson; he said two of those he is still waiting on reports. RU stated he contacted the State Commission of Insurance. He inquired as to filing a claim. The agency stated a claim would be valid action if no response or no action was taken. **The BOD agreed to wait two more weeks and then file a complaint claim.**

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We are still waiting on **Abrahamson's Shrub List** regarding the 2021 plant/shrub warranty list. He received a message from a homeowner regarding potential Buckthorn; he will assign this to a vendor to verify. Another request was received to clean a gutter/facia. The BOD stated we made a decision in a past meeting the HOA would perform this task when deemed necessary and when numerous units can be serviced at once, potentially this fall.

DP requested MJF ask Sav-a-Tree for a toxicity sheet on the fertilization they recently performed. He also suggested, whomever the BOD decides to select for snow/yard maintenance in 2023, we need to note specific deadlines in their contract to prevent late edging, fertilization and shrub trimming.

**MJF noted Evergreen Irrigation (EG) has decreased the HOA watering to once per day. KM noted that EG will still repair broken lines and heads, but the individual requests need to be limited to broken or inoperable sprinkler heads as the HOA is now billed for individual, non-emergency 'concerns.'** In other words, EG's contract is for the basic start up, maintenance and overall upkeep of the system. Secondly, just like with our other vendors, RCCTA 'shares' these vendors with other clients. Therefore, we get part-time service per our contract; like all other businesses, they are short on help and work off of 'to-do-lists.' **If homeowners have requested work, they must be patient.**

As a reminder, **people living at RCCTA belong to two associations.** There is the RCCTA (townhome association) of which monthly payments are made to MJF and Associates. The Red Cedar Canyon Master Association is managed by Cities Management and is paid two times a year. Neither association takes payment for the other.

**6. Old Business**

**WW will be finalizing the HOA survey.** First, he will send the BOD a sample to verify clarity and general information. The tentative plan is to have MJF send out a mass email or a link to homeowners. One survey will be permitted per address.

Zappa has yet to send a bill for the #263 water line break. The **BOD is contemplating hiring either a soil test be performed and/or hire an electrical inspector/engineer to investigate potential stray voltage in the area.** Zappa replaced another section of copper piping. MJF will seek assistance from the City of Hudson. KM and RU will research assistance at the state level. With respect to the expense, the BOD will determine once we decide on a course of action which way to pursue the matter. A root cause must be found as this problem has occurred before.

**7. New Business**

Next on the agenda, **KM motioned; GT seconded to hire DAWG Construction to repair the two-story brick column repair. Motion passed, unanimously.** The BOD investigated potential problems and risks before selecting a vendor. They thanked Elliot Anderson for his suggestions and knowledge of architectural structures.

**KM motioned; GT seconded to hold the RCCTA Annual Meeting on Tuesday, September 13, 2022, 5-7 pm at the Hudson High School. Motion passed.** The meeting will be held at the Hudson High School in the 'fishbowl' room. The school district no longer allows meetings at the outlying schools. MJF will provide the district with the rental fee and a copy of our liability insurance.

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There are **two seats up for election at the 2022 Annual Meeting**. One position is filled by DP and the other by KM. Both will have served three years. If a homeowner is interested, a form will be included in the minutes; this form (added as a separate attachment) should be filled out and returned to the Secretary (KM;) the home address is noted on the form. Nominations will also be taken from the floor on September 13, 2022.

**8. Homeowner Input**

There was no homeowner input.

**The August 15, 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. If necessary, a Zoom meeting will be called if the BOD is off location. **DP motioned; GT seconded to adjourn the meeting. Motion passed. Meeting adjourned at 3:39 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: July 18, 2022**

**Location: Zoom**

**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 – 2<sup>nd</sup> Autumn Blaze Maple died
    - 3. Asphalt replacement project; Phases 2 and 3; ETA
    - 4. Update – Liability Waiver Form
    - 5.
  - 5.2 Treasurer's Report
    - 1. Financial report out
    - 2. Dues for 2023
    - 3. Certificate of deposit rates
    - 4.
  - 5.3 Manager's Report
    - 1. Architectural work
    - 2. Landscape work
    - 3. Miscellaneous maintenance and repair
    - 4. Sod repair, fertilization plan for 2023, Hiring Sav-a-Tree
    - 5.
- 6.0 Old Business
  - 6.1. Homeowner Survey – update
  - 6.2 CR-June-Summer trimming of hedges, shrubs
  - 6.3. Report on water line repair at #263 from Zappa
  - 6.4 Report on hail damage evaluation from State Farm
  - 6.5.
- 7.0 New Business
  - 7.1 Select vendor for 2 story brick work on column capstones
  - 7.2 Annual meeting
  - 7.3 BOD positions open
- 8.0 Homeowner Input
- 9.0 Adjournment