

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, January 18, 2021, 2 pm
Teleconference - Zoom

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

Due to COVID restrictions, the Monthly BOD meeting of the RCC Townhouse Association (RCCTA) was held via Zoom teleconference. President Dave Preller (DP) called the meeting to order at 2:03 pm. Board members present: Nadine Sands (NS,) Vice President; Ronald Urhammer (RU,) Treasurer; Gretchen Trebnick (GT,) Member-at-Large; Karen Mackesey (KM,) Secretary. Matt Fee (MJF,) Property Manager, was also present.

1. Approval of Meeting Minutes

NS motioned; KM seconded to approve the December 14, 2020, minutes. Motion carried.

2. Agenda Approval

KM motioned; NS seconded to approve the January agenda as submitted with no revisions. Motion carried.

3. President's Report

DP reported on the **December 23, 2020, snow blizzard/storm**. The timing, right before a major holiday and also near the weekend, contributed to the urgent need, but limited success for snow clearing and garbage pickup. However, the Association was cleaned up several times since then, snow cleared, pushed back, salt spreading, etc. have since occurred. Furthermore, CR Yard Maintenance was awarded the lawn and snow contract for 2021.

This winter season has increased troublesome areas for numerous homeowners. The constant thaw and refreeze has brought a heightened sense of awareness of **ice problems created by the downspouts on the driveways**. DP made a pledge to the HOA that the BOD will examine and investigate alternative locations or processes for the downspouts/gutters during the next year.

It appears when the downspouts were moved from the corners of the unit which crossed over the sidewalk, to the current location of the driveways, it created a larger problem. MJF will begin investigating contractors to review alternatives, options, etc. The "Downspout Project" will continue to stay on the monthly agenda. The BOD is trying to be responsive to the large segment of homeowners at RCCTA who are aging.

Thus far, a **'common property' interpretation has been given by one attorney**. The BOD has reviewed, at length, documents, covenants and other pertinent documentation. It is agreed, by both the attorney and BOD the HOA has set precedence of collecting HOA dues for the last 20 years, and thus, having the obligation to maintain the properties which were annexed into the RCCTA when the homeowner agreed to be part of the RCCTA.

4. Treasurer's Report

RU reviewed the financials. The following balances were noted:

Checking Account:	\$ 48,113
Savings Account:	\$ 37,141 (money market)
Reserve Fund:	\$424,066

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, January 18, 2021, 2 pm
Teleconference - Zoom

RU noted MJF has successfully reduced the delinquent accounts and all bills were paid.

KM motioned; GT seconded, to approve the Treasurer's report. Motion carried unanimously.

5. Website

KM discussed **enhancements to the RCCTA website**. Discussion on adding a special tab, or link, which displays current announcements. The intent is to offer quick reference to upcoming or current events/situations. Furthermore, another tab will be added which notes specifics details to paint colors, garage door manufacturer and other 'improvement' details which are common to all units.

6. Manager's Report

MJF reported only **one delinquent account is in arrears**. After frequent inspections of the grounds, all areas look good. CR has pushed back snow at lane ends to create additional areas for snow plowing.

Since last month, MJF stated **two townhomes sold**; one of the units was to a current homeowner and one unit to an 'new' resident.

7. Old Business

It was discussed and decided upon to **delay the Rental Language and Officer Language vote until fall**. The homeowners will be sent information on the changes prior to the Annual Meeting, September 20, 2021. Along with the explanation and description of changes, ballots will be sent which can either be mailed back or be brought to the annual meeting.

The BOD reasoned the Annual Meeting would mark when RCCTA crossed the threshold of the 20-year anniversary mark of inception which then, reduces the approval percentage to 75 percent. Further, a greater number of homeowners will be available for physical mailings.

Tree trimming contract bids were reviewed. Three bids were submitted for decision. **KM motioned; RU seconded to approve Sav-a-Tree for the upcoming tree trimming service.** BOD discussed the other two bid amounts and contract details. Sav-a-Tree was not the least expensive contractor, yet the BOD compared the details of service in their contract against the other two, JCE and New Richmond Tree Service, and Sav-a-Tree provided a more service. The tree trimming contract involved cutting back the Amur Maples as well as the other overgrown trees in the HOA. **Motion unanimously carried.**

During the 2021 spring walkaround, Arborvitaes between the units will be assessed. Comments and concerns have surfaced as the shrubs have become overgrown and have thinned out at the bottom.

8. New Business

The **Code of Conduct Policy** was updated to include both meetings and code of conduct with other homeowners and contractors. The BOD discussed the revision deemed necessary to conduct business in a respectful, professional and harassment free environment. **KM motioned; GT seconded to approve the Meeting Code of Conduct Policy and the General Code of Conduct Policy**. The policy will be published on the website. **Motion unanimously approved.**

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, January 18, 2021, 2 pm
Teleconference - Zoom

At 4:22 pm, **RU motioned; NS seconded to adjourn the meeting.** A teleconference-Zoom meeting will be utilized for the February 15, 2021, monthly meeting. Homeowners are encouraged to attend; a short email or message to MJF to note their interest is all that is required in order to add a name to the list. **BOD approved adjourning.**

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhouse Association, Secretary