

**Red Cedar Canyon Townhouse Association**  
**Board Meeting: RE: Monthly Meeting**  
**Monday, December 14, 2020, 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 2:02 pm. Board members present: Nadine Sands (NS,) Vice President; Ronald Urhammer (RU,) Treasurer; Gretchen Trebnick (GT,) Member-at-Large; Karen Mackesey (KM,) Secretary. Property Manager, Matt Fee (MJF) was also present.

**1. Agenda Approval**

**KM motioned; NS seconded to approve the December agenda as submitted. Motion carried.**

**2. Approval of Meeting Minutes**

**GT motioned; RU seconded to approve the November 17, 2020, minutes. All approved; motion carried.**

**3. President's Report**

DP reviewed the BOD's selection of the website contractor and to continue following up and updating the RCCTA.com website. BOD discussed which BOD position would be the liaison between the BOD information and what the webmaster published.

**KM motioned to have the Secretary's position as the liaison between the HOA BOD and the web contactor for the upcoming year and to evaluate in one year. RU seconded motion.** Originally, we anticipated the possibility of the Secretary's position performing updates, but it would require an 'interactive' website which would needlessly cost more. Currently, we have the website to post information on, and the HOA also has MJF who can quickly send out timely emails requiring attention. After one year, the web contract will be reevaluated. **Motion unanimously approved.**

According to the covenants, **members of the BOD will serve three years with staggered election years.** Further, the covenants clarified 3 types of meetings: a.) 1 Annual Meeting (scheduled for September, 2021,) b.) 11 Regular Monthly Meetings and c.) any other type of meeting is identified as a 'Special Meeting.

**4. Treasurer's Report**

RU reviewed the financials. Once January 2021 begins, the financial report will reflect budget versus actual. The following balances were noted:

Checking Account:	\$ 24,796
Savings Account:	\$ 37,133 (money market)
Reserve Fund:	\$422,221

During the month of December, there were large expenses: approximately \$27K was paid out; 2 months of service to Willow River and the remainder, roughly \$14K, for city water and sewer service.

**KM motioned, NS seconded, to approve the Treasurer's report. Motion carried with no discussion.**

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**5. Manager's Report**

MJF stated **delinquent accounts have been significantly reduced**. Again, delinquent accounts are addressed as outlined in our covenants.

During the last month, **11 workorders have been completed**, inspected and closed out. The large gutter and dryer vent cleaning was signed off and contractors paid.

Lommen Abdo's Attorney, Brent Johnson, **interpretation of the common area was reviewed**. Essentially, he reiterated the covenants, etc. and what is already known from reviewing the governing documents. He stated we have been performing service (maintaining) these 'areas' for the past 15 plus years and have been treating them as 'common areas.'

**6. Old Business**

- A. GT and DP will work on preparing the **notification of 1.) officer language changes** whereas an officer (BOD member) must be an owner at RCCTA, **and 2.) the rental language changes**. A USPS mailing will be sent in the near future, and ultimately, a ballot will be included to allow members to vote on the matter.
- B. Three contracts are being reviewed for the **tree/shrub maintenance** project. This includes (but not conclusive) to trim pines, Amur maples, and other general tree care. The BOD will review and select a contractor during the January 2021 meeting. Bids range from \$7K to \$9K.
- C. MJF sent out **ice dam information**. A homeowner may perform this service themselves, or they can hire a contractor to perform the work.

**7. New Business**

- A. **KM motioned; GT seconded, to have all five BOD members continue in their current positions during the upcoming year. Motion unanimously approved.**
- B. The **BOD encouraged all homeowners to attend meetings**. The Zoom meetings can be attended via teleconferencing. Until the COVID restrictions are removed, Zoom meetings will continue and the BOD welcomes audience participation.

The next monthly Zoom meeting will be held on January 18, 2021, 2 pm. **RU motioned; NS seconded to adjourn the meeting**. All in favor. Meeting was adjourned at 4:07 pm.

Respectively submitted,

Karen M. Mackesey  
Red Cedar Canyon Townhouse Association, Secretary