

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, May 17, 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.

The Monthly BOD meeting of the RCC Townhouse Association (RCCTA) was held via Zoom teleconference due to COVID restrictions. President Dave Preller (DP) called the meeting to order at 2:01 pm. Board members present: Nadine Sands (NS,) Vice President; Ronald Urhammer (RU,) Treasurer; Gretchen Trebnick (GT,) Member-at-Large; Karen Mackesey (KM,) Secretary. The property manager, Matt Fee (MJF,) was also present. There were four homeowners present for the Zoom Meeting: Gene Hoff (GH,) Audrey Peterson (AP,) Bob Stabell (BS) and Judy Frank (JF.)

1. Approval of Meeting Minutes

RU motioned; NS seconded to approve the April 19, 2021, minutes. Motion carried unanimously. KM noted the minutes were late and going forth will be submitted in a timely manner.

2. Agenda Approval

KM motioned; RU seconded to approve the May agenda as submitted with no additions. Motion carried.

3. Homeowner's Input

Each homeowner was allowed three minutes for specific concerns or other matters. Homeowners inquired as to the **dismissal of Nature's Touch (NT) Irrigation and the hiring of Evergreen (EG.)** The BOD explained NT was no longer content with performing contracted services to RCCTA, especially working with 'hotspots' which assists RCCTA in controlling summer irrigation expenses. Further, the start-up of the system this year, was late and not fully executed; RCCTA would have struggled with the lawn quality all summer, and currently, we are trying to recuperate from the 2020 lack of yard maintenance focus (both water and yard/weeds) due to lack of substandard vendor quality and attention.

It was discussed **Western Red Cedar Mulch is the official mulch RCCTA will be using.** Tentatively, mulch will be installed in June. The 2021 rotation includes units 113 to 187 receiving new mulch. Gerten's and Willow River offer bagged Western Red Cedar Mulch for those wishing to top off their areas if they are not on the schedule. The BOD stressed that **only Western Red Cedar Mulch is to be used.**

Lateness of minutes was discussed. KM stated they will be submitted in a timely manner.

The monthly meeting was to be held at the NRC Bank at exit 4, as noted on the website. At the last minute, the decision was made to change the venue to a teleconference/Zoom meeting to ensure no changes to the mask policy were forthcoming and for those with and without vaccines situations. Again, there was a **posting issue communicating the change to the membership;** this will be improved, per KM.

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Lastly, a homeowner requested an **answer to an Architectural Request** for a front door change. At the time, MJF did not receive the postal request, so during the meeting, information was sent via email in order to approve the request.

With respect to architectural requests, the **BOD stressed homeowners MUST fill out an Architectural Request Form when they want to install new doors, windows, solar tubes, patio fences, flag poles, invisible pet fences, etc. for approval.** This list is not in its entirety, but typical/general requests.

4. President's Report

DP summed up the prior month with comments and actions from the BOD. The memo to notify owners that they are **not to approach vendors**, especially to request individual needs, was sent out to the membership. The BOD has contracted with vendors for the HOA as a whole, not for individual services or requests. Vendor managers have notified us their workforce has only so much time to perform duties and the employees do not have authority to answer and grant requests.

A homeowner requested a larger, **compromised tree be removed.** The BOD is sharing the cost of the removal but the stump grinding will be completed by the individual.

Financial questions from GH concerning the **expense report out and other concerns will be addressed on an individual request format through MJF.** Reports are not going to be posted on the website as the website is not private.

The BOD **rejected a request for the HOA to construct a 'boulder retainer' wall due to cost;** an alternative was suggested.

The **pre-emergent was applied by CR** (Corey Rhodes of Land Management) which will assist with crabgrass control. CR is currently sodding particular areas; areas include winter month damage and areas where seed growth is challenged.

Irrigation was discussed earlier in the meeting during the homeowner input. **DP explained that EG is now employed as the Irrigation Contractor.** The dissolution of RCCTA with NT was amicable. NT is supposed to be working with EG until the end of the month. EG stated he was working on the system May 17 and estimated to have the system up and running by weekend (May 21) depending on the critical parts which were needed and ordered.

As far as mowing, homeowners are not to request special hand-mowing areas. CR will decide which areas need specific mowing needs. The contract is for the entire association to be mowed; CR will determine the best process to perform that mission. If there is an area which an owner feels strongly about, the process is to contact MJF, either email or phone. Snow is the same process; CR was hired for the entire Association to be plowed to guidelines set forth to him. **Special lawn/snow needs are above and beyond what was negotiated in the contract; special requests are to be sent to the Property Manager.**

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5. Treasurer's Report

RU reported out on the numbers for April. He stated that **all homeowners paid for the month, a total revenue of \$32,816**, which is encouraging; the BOD budgets and plans for daily expenses and future projects with the assumption that all will be prompt in their payments.

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|--------------------------|-------------------|
| Reserve Fund: | \$ 499,329 |
| Checking Account: | \$ 35,126 |

Expenses for the month totaled \$16,645. The figure includes everything budgeted for (management fees, garbage, yard contractor, insurance etc.) There were no unplanned expenses. RU will be transferring approximately \$10,000 to the Reserve Fund. **KM motioned; GT seconded to accept the Treasurer's report as presented. Motion unanimously passed.**

6. Manager's Report

MJF reported on yard work performed. Each week, weather dependent, **CR will be mowing on Wednesdays.** By May 24, 2021, he will be spraying for board leaf and dandelions. Currently, he is still working on the sod issues. Mulch spot-spraying for weeds has been completed.

Irrigation should be fully operational by May 21, 2021, according to EG, the new irrigation contractor. He has ordered numerous parts to improve and fix the system.

The tree removal request and driveway bank erosion items were already discussed during the Presidents Report.

Lunning Concrete has been notified to confirm the bid he presented in June 2020 for the repair of the 12 two-story units. MJF will follow up.

Abrahamson's was on sight last Friday and walked the entire HOA. They will write up a list of dead shrubs suggesting replacements conducive for the location taking into consideration the sun/shade pattern, drainage, etc. The HOA is almost 20 years old and over the last few years, many shrubs have been replaced due to their life span expectancy as well as inadequate care. It appears the Spireas are not thriving; many will be replaced with another species.

BOD interjected the mulch area is the responsibility of the HOA. However, numerous homeowners take pride in caring for their own area and prefer to maintain it (weeding, trimming, additional mulch, etc.) The BOD/HOA encourages this assuming policies are followed and uniformity and continuity are maintained for the overall HOA curb appeal appearance. In future months, the BOD will be discussing how to improve the areas of those homeowners who do not do any work in their immediate areas.

7. Old Business

Western Red Cedar mulch has been chosen as the mulch to be used for the HOA. This is the only mulch which will be allowed. Meadowlark Landscaping (ML) bid on the units receiving mulch this year. GT asked if landscape edging was in the bid or are we doing it only in areas which most

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require it. Discussed leaving it up to CR to perform; MJF will instruct CR to focus first on the units receiving mulch this year as it makes sense sequentially in the process.

Reiterating, the **Annual Meeting in in September 2021**. It will be the 20th anniversary of RCCTA and the Rental/Officer language will be voted on. Participation of the entire HOA is desirable and thus the election period will be a for a couple days.

Open BOD positions will be up for election. NS is the Chairperson for this committee. An official notice will be posted in the July minutes.

8. New Business

With the change in mulch requirements, the **Mulch Policy** needs to be revised. **KM motioned; NS seconded to revise the policy to specify Western Red Cedar Mulch and add the rotation schedule**. BOD suggested adding the vendors where mulch can be purchased and that Premium Mulch will no longer be used nor acceptable. **Motion passed.**

BOD stated a '**Specifications**' sheet will be formulated and added to the website denoting, for example, specifications on storm doors, paint, brick, garage doors, mulch, windows, plantings, etc. to enable homeowners to find acceptable and approved alternatives.

The **June 21, 2021, 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, unless COVID guidelines change. **KM motioned; RU seconded to adjourn the meeting. Motion passed. Meeting adjourned at 3:39 pm.**

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhouse Association, Secretary