

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, June 21, 2021, 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 in the conference room at the First National Community Bank, 744 Ryan Drive, Suite 100, Hudson, WI, 54016. President Dave Preller (DP) called the meeting to order at 1:58 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 in attendance. There were five homeowners present: Judy Frank, Audrey Ichel, Marilyn and Chad Crow and Gene Hoff.

1. Approval of Meeting Minutes

RU motioned; NS seconded to approve the May 17, 2021, minutes. Motion carried unanimously.

2. Agenda Approval

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

3. President's Report

It was noted that **Mark from Evergreen (EG) Irrigation has the system up and running.** He continues to repair nonfunctioning, leaking and damaged sprinkler heads, make adjustments and work on updating watering schedules and specific areas. He anticipates he will be done checking for functioning heads by the end of June. Currently, he is overriding the hotspot functionality to ensure grass and new sod growth during drought-like conditions.

Further, he is anticipating devoting about a day a week resolving issues. The system is 20 years old and during that time, **the system has aged and tree roots have impeded and broken lines. EG is committed to improving the system's ability.** EG received the contract after the BOD let Nature's Touch go. We struggled with the system last year and now, with EG, are finding out how much repair and adjustments are really necessary; it is imperative to fix the system to prevent continued lawn issues.

DP reiterated the BOD's view on our lawn mowing/snow removal contract. The **HOA contracts with these vendors for the entire HOA** not for personal, after-the-fact requests. Secondly, we appreciate the memberships' noncontact with the workers as the first line workers do not make the decisions. They are just doing their job. If there are questions, please email MJF.

During this summer, **Abrahamson's will be removing and planting shrubs for approximately 60 units.** Specific units were notified as to what shrubs were being removed and what shrubs would be planted. Owners were given the option of 'passing' on the shrub planting; those units would be reconsidered in future shrub planting projects.

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4. Treasurer's Report

RU reported on the May financials. The HOA received \$33,207 in income this month and incurred \$18,062 in expenses. The net increase, \$15,145, was reflected in the checking account.

Checking Account:	\$ 39,866
Reserve Fund:	\$ 510,126

The HOA incurred the expected and routine expenses for the month such as management fees, lawn contract, utilities, insurance, etc. Additional expenses paid were for Sav-a-Tree for limbing, misc. service and another for fire hydrant inspection. Required repairs on hydrants were completed; both bills were paid; hydrants are in working order. They will be painted in the near future.

RU stated the money flow and balance sheet is predictable; therefore, he stated the \$39k in the checking account will be kept at \$25k which means \$12k will be transferred to the money market/reserve fund as intended. Currently he is manually doing this each month and under new business he will propose doing this automatically. **NS motioned; KM seconded to accept the Treasurer's report as presented. Motion passed.**

5. Manager's Report

MJF reported during the following month, the following requests were approved: installation of a dog fence, 6 new storm doors and miscellaneous shrub/tree requests and one do not prune request. The BOD reiterated homeowners **MUST fill out an Architectural Request** before completing any work or changing structural/cosmetic elements.

Aaron the handyman is currently repairing some damaged retaining blocks. He also completed touch up painting 66 garage door bucks (framing) from seasonality. He continues to work on tasks during other assignments throughout the HOA such as small roof leaks, gutter leaks, etc.

CR sprayed the proposed new mulch areas to further prevent weed growth. He continues to assess and resolve left over issues from last year.

We are still waiting for Matt Lunning, the **column repair vendor**, to verify a start date on repair. When MJF gets a response on a firm date, homeowners will be notified. If additional bricks are necessary, they will be retrieved from offsite storage.

MJF reported four units requested no new shrub plants from Abrahamson's this year.

Lastly, the BOD requested MJF obtain at least **two asphalt bids for temporarily repairing remaining lanes**. In order to continue building the Reserve Fund, the BOD will not be repaving lanes this year. The bids ranged from milling down the surface and topping it off to just removing the larger cracks in the center and refilling those with blacktop. The BOD will continue to discuss options and receive bids and alternatives from other vendors.

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6. Old Business

Meadowlark Landscaping (ML) completed the laying of the Western Red Cedar Mulch project.

Through comments from different homeowners who remulched their own beds, it appears Gerten's mulch is a dependable, high quality mulch to use as a fill in.

The 20th anniversary of the RCCTA will be in **September** which is the same time as our **Annual Meeting**. Rental/Officer language will be voted on and we need 75 percent participation from the HOA for language changes. Secondly, election of Board members will occur due to expiring terms; NS is the Chairperson for this committee; an official notice will be posted during the July minutes. The tentative plan is for the meeting to be held at **Hudson's Weitkamp Park**.

7. New Business

NS inquired as to searching for **gutter cleaning bids**. The BOD decided to pursue potential bidders sometime late summer (August) and to request a repeat bid from last year's vendor.

RU motioned to set up the HOA checking account to automatically transfer \$12k to the money market/Reserve Fund. NS seconded the motion. The BOD discussed how it is currently being transferred, which is a manual request every month. RU stated he is comfortable automatically transferring the money out of the checking account as the financial numbers, expenses, etc. have shown consistent trends and no anomalies. GT suggested we transfer automatically until the end of the calendar year. The BOD agreed. **RU motioned to set up the HOA checking account to automatically transfer \$12k to the money market/Reserve Fund until year-ending 2021. BOD unanimously approved.**

The **July 19, 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. **KM motioned; RU seconded to adjourn the meeting. Motion passed. Meeting adjourned at 3:20 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: June 21, 2021
Location: Bank Conference Room
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. Irrigation-vendor changes; welcome Mark from Evergreen Irrigation
 - 2. Mowing-by contract; not individual homeowner requests
 - 3. Shrubs and plant plan for Association
 - 5.2 Treasurer's Report
 - 1. Direct deposit of \$12,000 monthly to Reserve Account
 - 5.3 Manager's Report
 - 1. Architectural work
 - 2. Landscape work
 - 3. Miscellaneous maintenance and repair
 - 4. Other
- 6.0 Old Business
 - 6.1 Mulch install update
 - 6.2 Rental/Officer language changes
 - 1. Official notice out at July monthly meeting, July 19, 2021
 - 2. Mailing with vote instructions included with minutes
 - 3. Vote takes place at Annual Meeting, September 20, 2021
 - 6.3 Tuck Pointing – Gretchen
- 7.0 New Business
- 8.0 Next Meeting Date: July 19, 2021, 3rd Monday
- 9.0 Adjournment