

**Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, July 19, 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 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 in attendance. There were three homeowners present: Wayne Wisner (invited guest of the BOD,) Doug Lamb and Marilyn Crow.

Prior to beginning the business meeting, DP discussed the purpose of the meeting; that being to conduct a monthly meeting of the RCCTA Directors as it relates to the HOA business. Guests can observe and listen to the meeting matters and undertakings. The meeting follows a planned agenda. After the BOD has conducted the business matters and adjourned the meeting, homeowners are free to offer comments and concerns for the BOD to hear.

1. Approval of Meeting Minutes

KM motioned; NS seconded to approve the June 21, 2021, minutes with no changes. Motion carried unanimously.

2. Agenda Approval

Before approving the agenda, it was discussed to add a FPI Asphalt and Paving proposal under old business, as well as, landscape edging progress, arborvitae trimming and communication topics. **KM motioned; RU seconded to approve the June agenda as submitted with the additional above-mentioned four issues. Motion carried.**

3. President's Report

DP reiterated the BOD's goal is to support and manage the business as to be in-line with the **mission statement: [t]o ensure RCCTA maintains its high-quality standard of living and its reputation as an exceptional premier townhome neighborhood with a small, inclusive atmosphere. The board strives to create, implement, and enforce covenants and policies as well as providing esthetically pleasing landscaping and building maintenance that consistently reflects distinctively high-quality townhome living where homeowners feel proud of their distinguished home and neighborhood.**

During the report, Mark, from Evergreen Irrigation (EG) called in via speaker phone. DP thanked him for all the tedious, hard work he has done in getting our system back in working order. EG said phase one was to repair areas allowing the system to work properly: fix broken, nonfunctioning sprinkler heads, repair major leaks, etc. Phase two is continuing to repair leaking heads, redirecting spray away from units, getting water to dry areas. It is still not operating optimally, but he has made major improvements in getting the system to work properly and work where we need it to.

He said it is a good idea to run the sprinklers during the day at start up like this year. Homeowners can visually review spray patterns, check out the sprinkler's motion/coverage, etc. He suggests we run it a few times during the day next year so homeowners can also verify the system is working as planned; more eyes reviewing the system allows for greater improvements.

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Three more systems/areas are being reviewed by EG. He has been speaking with homeowners to review concerns. There was one hotspot area causing concerns as it was not performing as he intended; he is continuing to work through it.

The third phase is focusing on dry, burned out, brown areas. This process will involve larger repair requirements and time. Prior to doing it, he will propose a bid. Thus far, approximately \$7K has been billed for line breaks and other major problems. Again, it was neglected for some time.

MJF forwards homeowner's water irrigation concerns/issues to EG within 24-48 hours upon receiving them. Accordingly, each one has been reviewed by EG and addressed if needed.

Some homeowners are still experiencing dry, burned-out areas. EG reviewed these areas. Accordingly, the HOA is not going to sod areas which are currently dormant due to the drought conditions we have experienced this year EG said the areas will come back. The BOD chose to not sod these dormant areas as it is not cost beneficial.

4. Treasurer's Report

June financials were reported out by RU. The following account balances were noted:

	June Financials	May Financials
	Reported Out on:	Reported Out on:
	<u>July 19, 2021</u>	<u>June 21, 2021</u>
Checking Account:	\$ 16,829	\$ 39,866
Savings Account:	\$ 30,055	\$ 30,049
Reserve Fund:	\$ 532,441	\$ 510,126

The reserve fund increased due to the manual money moves. Going forth, the bank will automatically transfer \$12K to the reserve fund each month. This assures the HOA is achieving their commit to reserve fund growth.

Current expenses are related to the typical summer work being performed. There were some anomalies which are necessary but unforeseen a year ago. For example, numerous garage 'bucks' (side trim) were painted by the handyman (\$2,820) and the HOA is in the process of repairing multiple concerns with the irrigation system. EG has encountered and repaired concerns (major underground leaks, leaking heads, etc.) and continuing to bring the system up-to-date for efficient operations, totaled \$6,992.

A smaller expense was related to rodents in attics. For typical repairs, the handyman repairs inadequately installed soffits where animals can potentially use the path for entry into the interior of the roof. As a reminder, homeowners are responsible for ridding the unit of the rodents (via a reputable extermination company of which the HOA has a list of potential companies upon asking.) Once the animal is gone, the HOA will repair the area of entry.

Lastly, the HOA received a 'quarterly' bill from Waste Management (WM.) Again, the HOA called the company to verify and investigate the bill as they are to bill quarterly. WM stated (later verified) they

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did not bill us for the fourth quarter in 2020. Per MJF, WM said will we be receiving one more bill in October 2021

NS motioned; KM seconded to accept the Treasurer's report as presented. Motion passed.

5. Manager's Report

MJF reported **four architectural requests were approved for new storm doors.** The last payment for mulch was submitted and the new mulch, upon inspection, looks great. **CR Land Maintenance (CR) completed the pruning of shrubs/bushes. Abrahamson's is scheduled to begin the removal and planting of over 200 plants and shrubs the first week in August, weather dependent.**

During the past month, the handyman has been busy fixing gutter leaks, soffits and other miscellaneous jobs. MJF said the handyman typically responds within 24-48 hours of being notified.

The arborvitae trimming is tentatively set up for either early fall or summer of 2022. The vendor will compile a list and the BOD and MJF will verify necessity. Edging, a large project, is not going to be addressed this year. Currently, the landscape contractor takes care of smaller areas as he performs normal duties; CR completed five areas where repair/retrofit was necessary. The edging needs to be discussed for a future time with input into the budget for such a project in 2022; edging which is being hidden by lawn and weeds can be fixed. Bids could be procured from GreenTouch and possibly Meadowlark (mulch vendors.)

6. Old Business

DP reiterated the **annual meeting date and importance of voting** this year for the **language changes: (1.) officers must be homeowners and (2.) limiting overall rentals to three.** Both changes essentially maintain the inclusive homeowner-managed business of the HOA. **Seventy-five percent of the homeowners need to cast their vote.** The ballot can be turned in at the meeting, mailed to the secretary, turned into a BOD member or to MJF (who will pick them up for you.) More instructions will be sent out as the date approaches.

The RCCTA's 20th anniversary is in September which coincides with the **September 20, 2021, Annual Meeting.** Again, the tentative plan is to hold it at **Weitkamp Park.** The meeting notice is tentatively set to mail out during the first half of August.

GT brought up tuck pointing for 2021. At this time, the two-story column repairs will be the only masonry work completed this year. Tuck pointing, if necessary, will be reexamined in 2022.

Another bid for lane/driveway repair was obtained from FPI Asphalt (contractor who performed the large lane project in 2020.) FPI bid on areas needing repair now so the HOA could build a larger reserve fund in order to complete the remaining lanes/driveways in one project rather than two. By performing the large project at one time, rather than in two separate projects, money would be saved as we would get a price break on a larger quantity of asphalt.

GT made a motion to accept the FPI bid, 'Milling Project,' for \$12,450 plus another \$2,500 for a garage apron repair. NS seconded the motion. The BOD discussed scenarios of not fixing the asphalt this year and aiming for the complete project for 2022. This was definitely not financially prudent.

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BOD questioned repairing specific areas this year, as discussed with the FPI 'Milling Project,' and if it was wise to repair this year and then two to five years from now remove it to complete the large, entire project. BOD reviewed both options: (1.) spend \$12.5K for the 'Milling Project' in 2021, (2.) forgo the 'Milling Project' and focus efforts on 'pulling' the large, HOA wide asphalt paving ahead of schedule.

DP called the motion. Motion passed; four approved; one opposed motion.

DP motioned; RU seconded to crack fill badly damaged lane/driveway areas this year. BOD discussed obtaining a bid from FPI Asphalt as they will already be performing the 'Milling Project.'
Motion passed.

7. New Business

NS submitted her resignation letter from the BOD as she will be relocating in the near future. DP thanked her for her service and valuable input to meetings and to the HOA as a whole. NS has lived in RCCTA since its inception. NS joined the BOD October 2019. Her term will expire 2022.

GT submitted her resignation letter, also, from the BOD. ~~GT's third year of her first term third and last term~~ will expire 2021. **RU motioned; DP seconded to appoint GT to the term resulting from the vacancy resulting from the resignation of NS. Motion passed, unanimously.**

DP mentioned anyone interested in running for the empty BOD positions, contact MJF or a BOD member and a small questionnaire will be sent to you. With NS resigning, there will be one position up for election.

GT brought up what types of mass mailing topics would be helpful to assist homeowners in staying informed with HOA business activities. A short recap of types of performance tasks was given to MJF to aid in communicating certain activities.

KM mentioned she was constructing a generic 'post-it' note for vendors to leave on doors when they visited units for a specific issue (example, gutter repair, painting, soffit repair, spigot concerns, etc.) A price quote will be received prior to printing.

The backup for the annual meeting, if weather does not permit us from organizing at Weitkamp park, will be the Hudson House. MJF will contact.

The August 16, 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. **RU motioned; DP seconded to adjourn the meeting. Motion passed. Meeting adjourned at 3:58 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 19, 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. Mission Statement
 - 2. Irrigation – vendor updates
 - 3. Grass Issues – brown/dirt, burnt out areas, weeds, mushrooms, etc.
 - 4. Shrubs and plant plan for Association
 - 5.2 Treasurer's Report
 - 1.
 - 5.3 Manager's Report
 - 1. Architectural work
 - 2. Landscape work
 - 3. Miscellaneous maintenance and repair
 - 4.
- 6.0 Old Business
 - 6.1 Annual Meeting – vote on language and elections
 - 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
 - 6.4 Other
- 7.0 New Business
 - 7.1 Janet Quinto proposal
 - 7.2 Nadine Sands
 - 7.3 Other
- 8.0 Next Meeting Date: August 16, 2021, 3rd Monday
- 9.0 Adjournment