

**Red Cedar Canyon Townhome Association**  
**Board Meeting: RE: Monthly Meeting**  
**Monday, April 15, 2024, 6:00 pm**  
**Zoom Teleconference**

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

There was no Executive business prior to the BOD meeting.

The Monthly BOD meeting of the RCC Townhome Association (RCCTA) was held via Zoom. Dave Preller (DP) called the meeting to order at 6:04 pm. Board members present: Karen Cullum (KC,) and Karen Mackesey (KM.) Property Manager, Matt Fee (MJF,) was present. No homeowners were in attendance.

**1. Approval of Meeting Minutes**

**KM motioned/KC seconded to approve the March 19, 2024, meeting minutes. Motion passed.**

**2. Agenda Approval**

**KM motioned/KC seconded to approve the April agenda as submitted. Motion passed. (Agenda attached.)**

**3. President's Report**

DP inquired about GMH's (handyman) retaining wall cleaning trial date. MJF stated it has been scheduled for the week of April 22, 2024.

The BOD developed a '**pest/rodent control**' policy clarifying responsibility of pest removal and responsibility for more permanent solutions preventing future intrusions. **KC motioned/KM seconded to approve the RCCTA Pest Control Policy** addressing removal of pests/rodents. **Motion passed.** (Policy attached.)

To proactively aid with reducing pest/rodent breaches into the attic/soffit/etc., the BOD requested a bid from GMH to fortify and/or reinforce townhome soffit areas where rodents are forcing entry into the unit. **KM motioned/KC seconded to approve the \$1,360 bid per 'quad building' to reinforce 'key' areas on the soffit area. The BOD will approve up to six buildings a year. Motion passed.**

Meadowlark (ML) Landscaping submitted a **Western Red Cedar mulch bid, \$15,357.50, for units 113-187** (details of process noted on website under RCCTA Policy-Mulch Policy.) **KC motioned/DP seconded to approve the bid; motion passed.** MJF will coordinate with ML.

GMH submitted a bid of **\$1,745 for gutter cleaning** of 112 townhomes. **KM motioned/KC seconded to approve the bid; motion passed.** MJF will coordinate with GMH.

**KM motioned/KC seconded to approve the GMH bid of \$1,232, for dryer vent inspection and cleaning for the upcoming year. Motion passed.** MJF will coordinate with GMH.

The intake vent grate cleaning was discussed. MJF stated GMH bid this service for \$853. It is not required annually. Many units already perform the task themselves. However, **KM motioned/KC seconded to approve the GMH bid; motion passed.**

Lastly, briefly discussed possibility if GMH would be interested in submitting a bid for installing simple security cameras if homeowners wanted to pursue additional security. It would not be an HOA expense. It would be paid for by the individuals. The rate would be based on basic installation and would not involve computer application training.

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**4. Treasurer's Report**

**KM presented the financial report.**

	<b>March 2024 Financials Reported Out on:</b>		February 2024 Financials Reported Out on:	
	<b><u>April 15, 2024</u></b>		<b><u>March 19, 2024</u></b>	
Checking Account:	\$	20,376	\$	18,190
Savings Account:	\$	15,103	\$	14,103
Reserve Fund (net:)	\$	613,006	\$	599,658

KM noted there are **11 accounts (homeowners) in arrears**. **MJF will begin the legal process**, per our RCCTA Policy-Collection for Fees, Assessments, Bills for Service Policy (found on website) for those who have not brought accounts current. **KM motioned/KC seconded to approve the Treasurer's Report as submitted; motion passed.**

**5. Manager's Report**

MJF stated the **first Sav-a-Tree lawn application** was performed today. MJF will be performing a Spring Walk Through in the upcoming weeks, anticipating what needs to be repaired, replanted, removed, violations, etc.

**6. Old Business**

The BOD discussed the remaining **Phase 3 asphalt project**. During a walk-through with a FPI Engineering Representative, the remaining lanes were examined and assessed for longevity and safety issues. Based on this assessment, the **BOD voted to hold off at least one year before finishing the project**. If specific areas require 'patching' or repair, they will be addressed.

The plan to push the project one year out will not cause any foreseeable issues. Further, the BOD did not feel comfortable taking on a big project with limited BOD members to manage potential issues/concerns.

**7. New Business**

No new business.

**8. Homeowner Input**

No homeowner input.

The next BOD meeting will at **First National Community Bank conference room (exit 4) on Monday, May 20, 2024, 12 noon**. **KC motioned/KM seconded to adjourn the meeting at 6:51 pm**. **Motion passed.**

Respectively submitted,

Karen M. Mackesey  
Red Cedar Canyon Townhouse Association, Treasurer

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**RCCTA EXECUTIVE BOARD MEETING AGENDA**

**Type of Meeting:** Regular, Monthly Board  
**Meeting Date:** April 15, 2024  
**Location:** Zoom  
**Call to Order:** 6:00 pm

Executive Session of Board: 6:00 – 6:10 pm (closed to guests)

- 1.0 Call to Order – 6:10 pm
- 2.0 Roll Call
- 3.0 Approval of Previous Meeting Minutes
- 4.0 Approval of Meeting Agenda
- 5.0 Reports
  - 5.1 President’s Report
    - A. Retaining Walls, plan moving forward
    - B. Pest Control Policy, option A or B
    - C. Bids:
      - a. Mulch – Meadowlark: \$15,357.50
      - b. Soffit Reinforcement – GMH: \$1,360
      - c. Gutter Cleaning-GMH: \$1,745
      - d. Dryer Vent Grate Cleaning-GMH: \$1,232
      - e. Intake Vent Grate Cleaning-GMH: \$853
    - D. Security Camera Install for Residents
  - 5.2 Treasurer’s Report – Monthly Financials
  - 5.3 Manager’s Report - MJF
- 6.0 Old Business
  - 6.1. Phase 3 Asphalt Project
  - 6.2
- 7.0 New Business
  - 7.1.
- 8.0 Homeowner Input/Open Forum
- 9.0 Next Meeting Date and Time – (tentatively) Monday, May 20, 2024 (in-person)
- 10.0 Adjournment

Important Dates to Remember:

## RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA) POLICIES

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### **Pest Control Policy**

This policy was written to clarify *what is to be done* and *who is responsible* when a rodent/pest has entered your attic/soffit area.

#### **Part A:**

When a homeowner discovers a pest/rodent(s) has entered their roof, soffit, ceiling area, attic, etc, it is the responsibility of the homeowner to contact and secure a Pest Removal Company.

They should have the pest control company:

1. Remove the pest/rodent(s) and
2. Repair, close or block the site where the pest entered.

#### **Part B:**

The homeowner will contact the RCCTA Property Manager and inform the manager of the existing problem. Once the homeowner's pest removal company has removed the rodents/pests, the HOA will then inspect the repair and determine if additional repair is warranted.

#### **Please note:**

- It is the homeowner's responsibility **(Part A)** to secure and pay a pest removal company to have the pest/rodent removed.
- It will be the HOA's responsibility **(Part B)** to repair, inspect and provide any final repair to prevent future reoccurrence from the area.