

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Monday, February 21, 2022, 3 pm
Zoom Teleconference

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. President Dave Preller (DP) called the meeting to order at 3:08 pm. Board members present: Dave Preller (DP,) Gretchen Trebnick (GT,) Vice President, Ronald Urhammer (RU,) Treasurer and Karen Mackesey (KM,) Secretary, were in attendance. Wayne Wiser (WW,) Member-at-Large was absent (potential Zoom connection issues.) Property Manager Matt Fee (MJF,) Property Manager was present. No homeowners were present.

1. Approval of Meeting Minutes

GT motioned; KM seconded to approve the January 10, 2022, minutes with no changes. Motion carried unanimously.

2. Agenda Approval

KM motioned; GT seconded to approve the February agenda as submitted with the addition of 2022 potential pending projects. Motion passed.

3. President's Report

DP reviewed the unplanned grounds/ice meeting held on February 15, 2022. The BOD reviewed the current deteriorating situation of growing iced areas in the property and the handling of the current ice/snow situation. The meeting's suggestions were sent to MJF to pass on to Corey Rose regarding our resident's needs of providing more salt/sand, the need for timely communication and response times and for a increase in observations of the grounds to provide feedback to the BOD on requirements to alleviate poor conditions.

The BOD's workshop on reorganizing and cleaning up the website is on-going. The website is still being 'reorganized' to streamline topics and perform a 'housekeeping' of the method of presentation.

4. Treasurer's Report

RU presented the financials. He stated the checking account is lower than desired, and if necessary, will move monies to provide a greater cushion. Expenses for the month were as planned: management fee, insurance, grounds maintenance and garbage. The remaining expenses were minor outlays.

The following account balances were noted:

	January Financials	October Financials
	Reported Out on:	Reported Out on:
	<u>February 21, 2022</u>	<u>November 15, 2021</u>
Checking Account:	\$ 5,479	\$ 11,928
Savings Account:	\$ 10,074	\$ 10,072
Reserve Fund:	\$ 616,856	\$ 568,724

As of report out, the Reserve Fund is on-target as to the planned budget projection.

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5. Manager's Report

MJF reported there were no Architectural Requests for this month. GMH (Handyman Aaron Hines) spread an additional salt mixture to the property. Approximately \$824 was spent. There was a minimum of workorders submitted. Further, MJF will call the city on melting and pooling ice patches in the curbs and street in case there are drainage issues.

6. Old Business

There was no definitive decision on gutters. MJF will request a gutter vendor to attend the March or April meeting.

There was no update on the future RCCTA survey.

GT reviewed additional findings regarding the house number signs. The vendor reviewed three options. All three were reviewed; costs deemed two of the three prohibitive. The remaining option was not dependable. Additional research is being pursued. One suggestion was to rely more on the existing garage soffit recessed lighting, perhaps opting in for more motion sensor lights.

7. New Business

DP discussed a potential insurance policy for HOA's main waterline breaks: townhome-to-main waterline. The insurance cost \$5,027. He requested MJF to get a quote from RCCTA's insurance carrier. The BOD was not committed to the idea of purchasing additional insurance, but felt a quote was necessary to decide.

GT reviewed potential 2022 projects. In no particular order, the following were noted:

- a. Repair the brick on the two-story columns - Lunning Concrete was contracted to perform this task in 2021 but never began the work; MJF will request other bids.
- b. AC units – numerous RCCTA units have different ground covering under their AC units: some have asphalt, others rocks and others mulch. In the long run, it would behoove us to eliminate the mulch as it is not conducive for efficient AC operation as well as uniformity within the HOA. More research on responsibility is required.
- c. Landscape edging – during the Spring Walk Around, CR will be given a list of critical areas requiring repair.
- d. Down Spouts – this potential project will be on a trial run basis. Owners have already noted their desire to try different ideas. MJF has this list. The BOD will receive more information and ideas from a gutter contractor.
- e. Shrubs – during the Spring Walk Around, the BOD will note areas needing work.
- f. Lighting – research and investigation into potential areas where more lighting is needed and/or how homeowners can illuminate critical areas of their units if desired.

RRU noted he will contact Meadowlark Landscaping to submit a bid for Western Red Cedar Mulch for units 37 – 111. Per the Mulch Policy, these are the selected units for mulch installation in 2022.

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8. There was no homeowner input.

The **March 21, 2022, 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. **GT motioned; KM seconded to adjourn the meeting. Motion passed. Meeting adjourned at 4:25 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: February 21, 2022
Location: Zoom Teleconference
Call to Order: 3 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. How this board operates- resident questions, meeting decorum
 - 2. Policy Workshop review
 - 3. Weekly salting as needed
 - 5.2 Treasurer's Report
 - 1.
 - 5.3 Manager's Report
 - 1. Architectural Work
 - 2. Landscape Work
 - 3. Miscellaneous Maintenance and Repair
- 6.0 Old Business
 - 6.1 Gutters and Downspouts
 - 6.2 Homeowner Survey
 - 6.3 Update on sign posting lighting, possible lane lighting (GT)
- 7.0 New Business
 - 7.1 Insurance for water lines to homes (\$5,027 annually)
- 8.0 Homeowner Input
- 9.0 Adjournment