

Red Cedar Canyon Townhouse Association
Annual Meeting Minutes
Monday, September 20, 2021, 5:30 pm
Weitkamp Park Pavilion, Hudson, WI

The Annual Meeting Minutes are subject to review and approval at the 2022 Annual Meeting.

The Annual Meeting of the Red Cedar Canyon Townhouse Association (RCCTA) was held on Monday, October 20, 2021, in the pavilion at Weitkamp Park, Hudson, WI. The meeting was held outside in case new COVID social distancing restrictions were introduced. President Dave Preller (DP) called the meeting to order at 5:34 pm. Roll call of present Board members: Gretchen Trebnick (GT,) Vice President; Ronald Urhammer (RU,) Treasurer; Wayne Wisner (WW,) Member-at-Large; Karen Mackesey (KM,) Secretary. Matthew Fee (MJF,) Property Manager (PM) was present.

Proof of meeting notice, sent at least 10 days prior to the meeting, was sent to all homeowners via USPS. No objections noted. There was a quorum of ~~50~~ 53 members consisting of 38 in-person and ~~12~~ 15 proxies.

1. Approval of Annual Meeting Minutes

GT motioned; RU seconded to approve the 2020 Annual Meeting Minutes; motion passed.

2. President's Report

DP welcomed everyone to the meeting. **2021 was a full year with our new property management company, irrigation contractor and grounds and landscaping contractor.** There were many trying months during the winter months as well as the unexpected maintenance issues experienced with the irrigation system. DP briefly recapped the year.

- a) **Waste Management purchase Advanced Disposal.** According to the company, garbage will be picked up every Friday, recycling will be picked up every 2 weeks and bins must be placed out by 6 am. DP noted **if a homeowner has an issue with service or lack of service, they should contact the company** as the company does not recognize HOAs as the customer, but only individuals.
- b) The **summer drought, in hindsight, exposed our poorly maintained irrigation system.** After Nature's Touch and RCCTA parted ways, Evergreen (EG) was contracted. The vendor was immediately faced with browning lawns, sprinkler heads not directed properly, major line breaks, etc.
- c) **RCCTA has approximately 2200 sprinkler heads.** He worked his way through approximately 12 pages of ~~concerns~~ **invoices** resulting in invoices and reestablished the wi-fi network which aids the HOA in saving water money using ambient rainfall. Next year, he will again utilize a couple of daytime waterings as homeowners are able to watch their sprinklers to ensure efficiency.
- d) **Lawn maintenance is finally showing improvement over our prior year.** As typical in the contract, spring clean-up was performed early to mid-May. Fertilizing, as well as annual shrub trimming took place later. Land Maintenance (LM,) the lawn/snow vendor, mows on Wednesday, has improved brown areas, sodded particular areas, and is working hand-in-hand with both the Property Manager and EG as a team. If areas were not sodded, it was because the drought caused the grass to be dormant, but he stated, given ample sun and water, the grass would again grow.
- f) **Snow plowing is done by the same vendor.** After a 1-inch snowfall, he plows sidewalks, driveways and lanes. He starts at a point in the HOA which benefits his plowing process. The less distance he has to push or move snow, the better he is able to efficiently clean the area. Further, his contract provides 10 saltings to reduce ice buildup (which was not in the prior vendor's contract.) For the upcoming winter season, **he will continue to use salt, but it will be a type which does not hinder grass survival.**

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- g) **Lane repair was performed late summer.** Based on how poorly the area was, FPI Asphalt either crack filled the damaged areas, or in certain areas/lanes, they removed and milled the existing areas and laid new asphalt. By doing this, we can 'buy' a few years for the larger asphalt project as we did in 2020.
- h) Thanks to Stan Payne who put forth the effort to come up with alternatives to the mulch the HOA was using. The HOA contracted with Meadowlark Landscaping (MLL) to lay new mulch to one-third of the units. She used the **new approved mulch, Western Red Cedar Mulch.**
- i) Over **200 shrubs were planted this year by Abrahamson's Nursery.** RCCTA has steadily replaced shrubs; many have come to the end of their longevity as they were planted some 20 years ago. RRU interjected that in 2019, \$32k was spent on shrubs; in 2020 it was \$30k. This year it was \$19k. He thanked the owners for adopting the newly planted shrubs by watering and watching over them until they were able to exist on their own.
- j) **Sav-a-Tree was contracted to aid in limb trimming as well as evaluating some dying trees** which were recently planted by Willow River (WR) during 2020. The UW-River Falls' arborist was also utilized.
- k) Aaron, the **handyman has continued to repair concerns** such as gutters, spigots, roof soffits, etc.
- l) DP reviewed the **pest policy.** When rodents have breached an owner's attic, the owner is responsible for removing the pest; afterwards, Aaron or another vendor is contracted to 'shore up' potential entry areas to prevent future breaches.

4. Treasurer's Report

RU presented the treasurer's report. Currently, there is **\$562,217.17 in the reserve fund.** Homeowner dues are paid up to date, all invoices have been accounted for and paid. The HOA has been putting \$12k towards the reserve fund and in January 2022, it will be increased to \$12.5k.

Questions regarding putting the reserve study on line was discussed. The BOD will look at this request for the future. However, the public is able to review our website, which would allow vendors/contractors to also view what we have allotted to spend in the future which would put the HOA at a disadvantage. If a homeowner needs to view the study, MJF can be emailed.

A homeowner inquired as to how 'Building Maintenance' was defined; MJF stated it is for repairs to buildings such as gutter, shingles, roof, tuckpointing, etc.

KM motioned; GT seconded to approve the Treasurer's report. Motion passed.

5. Manager's Report

MJF reported out for the year's manager's report. Every month he presents the report at the monthly BOD meetings. He notes all **architectural requests submitted and which ones were approved. Landscape requests are taken care of via communication amongst the grounds and irrigation vendors.** He reiterated EG stated there are a handful of areas which have not taken grass seed and will not grow. This fall, he will 'scratch' the surface, add fresh black dirt and seed by October. If there appears to be no growth started in May, he will remove the area and sod.

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Gutter improvements to certain areas are being investigated. As happened in the past, if a HOA tree was hanging over the roof and plugging the gutter, the HOA would enlarge the downspout to aid in the water flow out of the gutters. We are continuing to research other methods and processes.

Roofs and shingles are being looked at as to which ones were completed in the past under a warranty claim. Prior BOD members were contacted to further understand what transpired and what is left to do.

Aaron, the **handyman, has made at least 30 to 40 repairs at RCCTA.** When MJF receives a request, he texts Aaron almost immediately; Aaron fits it into his repair schedule.

6. New Business

One BOD position is open for an upcoming three-year term. When Nadine Sands resigned, GT was assigned her position/term. Hence, GT's prior position/term is now up for election. Elections are a one-two-two cycle. In 2021, 1-position is up; 2022, 2-positions will be up (DP's and KM's terms;) in 2023, 2-positions will be up (RU's and GT's terms.)

NS was the chair of the nominating committee; it was listed on the Facebook website as well as mentioned in prior minutes. There was one homeowner who was interested; WW filled out a short application. He was assigned to the BOD to fulfill GT's prior position/term until the annual meeting.

During the meeting, DP opened up nominations from the floor. Clemma Nash mentioned WW continue his service. After three calls, no one else came forward. WW was the sole candidate. **KM motioned for the acclimation of electing WW to the BOD of RCCTA, RU seconded; motion passed unanimously.**

When the BOD meets the next month, positions will be discussed. Secondly, County Market will be called to see if their community room has opened up yet, as the current room at the bank, is smaller than desired.

Continuing new business, **DP asked for a vote from GT regarding the language changes. She reported that only 50 ballots were turned in; per the covenants, 75 percent of the 112 units, or 84 owners needed to vote. Therefore, the votes are not valid for the language changes for 1.) a BOD member must be a resident and, 2.) no more than three rentals.**

During this time, members from the floor mentioned concerns and questions regarding the rental language.

- a) We currently have **unlimited rentals.**
- b) How do we acknowledge 'life events' for homeowners if they have to temporarily vacate their unit to live elsewhere and want to rent it out.
- c) The current language written in the covenants by the developer is difficult to understand.
- d) Per the attorney, 51 percent of mortgage holders must be polled.**
- e) As a side note, Bright Keys, another HOA, went through this process (for rental language limits) and it took an attorney 2 years and \$28k to perform this task.
- f) The BOD will evaluate the ballots to get an idea of what the community wants and will determine if the language change should be pursued.

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- g) **A homeowner must fill out a rental policy prior to their unit being rented;** the property manager must be aware and keep records of the transaction.
- h) No rental policies were transferred from Cities Management to MJF during the transition.
- i) The rental policy can be found on the website.
- j) In the past, a committee was established to provide insight and suggested language for the HOA.
- k) The committee presented the finding to the BOD along with what the attorney suggested.
- l) The BOD felt 'life events' should be an exception to the zero rental policy and options are needed.
- m) The attorney presented language for the HOA to either accept or reject.**

7. Homeowner Input

A new owner inquired as to where mulch could be bought; Gertens is the suggested vendor. WR also sells it by the bag.

Bruce Anderson asked if the lawn will be aerated. Accordingly, MJF answered that question and stated it will be a last resort as irrigation lines and wires can be seriously damaged by the equipment. MJF is monitoring the areas so aerating can be avoided.

George Bowes stated the community needs to be aware and cautious of vandals; his car was recently damaged. Other homes in the Red Cedar Canyon area have also been damaged.

MJF answered Audrey Ichels question of when the fall trimming was to take place. At this time, it is undecided. One homeowner mentioned particular soffits need cleaning. According to the homeowner responsibility sheet, found in the documents, this is a homeowner responsibility.

Gutters will be cleaned after the second week in October.

KM motioned; Dave Roshen seconded to adjourn the meeting. Motion passed; meeting adjourned at 6:44 pm. Homeowner's who were not present will have their 20th Anniversary mugs delivered within the next week.

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhouse Association, Secretary

Monday

September 20, 2021

RCCTA EXECUTIVE BOARD MEETING AGENDA

Type of Meeting: Annual Meeting Meeting Date: September 20, 2021
Location: Weitkamp Park Pavillion Call to Order: 5:30 pm

- 1.0 Call to Order - 5:30 pm
 - 2.0 Roll Call - proof of a quorum
 - 3.0 Approval of Previous Meeting Minutes
 - 4.0 Reports
 - 4.1 President's Report
 1. Fun Facts to Know & Tell - Handout
 2. Year In Review:
 - Asphalt Project -
 - Irrigation & Lawn Maintenance - pages of invoice of repairs
 - Garbage Expense - Budget
 - Celebrating 20 years - 20th Anniversary Gift
 - Other positives
 - 4.2 Treasurer's Report - Ron
 - 4.3 Manager's Report - Matt
 1. Architectural work -
 2. Landscape work -
 3. Misc Maintenance & Repair -
 - 5.0 Old Business
 1. 15 WR Autumn Blaze Maples - 2 dead ?, 2 more in trouble
 2. Gutters & Downspouts - ???
 - 6.0 New Business
 1. Election of One Position to Board of Directors
 2. Results of Language Amendments
 3. Results of Board Election
 4. Homeowner Survey - input requested
 - 7.0 Homeowner Input
 - 8.0 Adjournment
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