

**Red Cedar Canyon Townhome Association**  
**Board Meeting: RE: Monthly Meeting**  
**Tuesday, May 16, 2023, 1:47 pm**  
**First National Community Bank**

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 Townhome Association (RCCTA) was held at FNC Bank. President Dave Preller (DP) called the meeting to order at 1:47 pm. Board members present: Dave Preller (DP,) Gretchen Trebnick (GT,) Vice President, Ron Urhammer (RU,) Treasurer, Karen Mackesey (KM,) Secretary, were present. Property Manager Matt Fee (MJF,) was in attendance as well as Mark Iverson, Evergreen Irrigation (EG.) Wayne Wisner (WW,) Member at Large, was absent. Two homeowners were in attendance: Judy Franck (JF) and Audrey Ichel (AI.)

**1. Approval of Meeting Minutes**

**KM motioned; RU seconded to approve the April 17, 2023, meeting minutes. Motion passed.**

**2. Agenda Approval**

**KM motioned; RU seconded to approve the May 16, 2023, agenda as written. GT requested the resignation of a BOD member be added to the agenda. Motion carried. (Agenda attached.)**

**3. President's Report**

DP introduced **Mark Iverson of EG**. The **BOD requested a meeting to discuss plans 2023 and lessons learned from 2022**. On May 15, 2023, EG began verifying the system; he is nearing completion. During his first year hired, he spent approximately 100 hours getting the system up and running, operating more efficiently, and repairing concerns. The hours have been significantly reduced this year.

Per the BOD's request, **EG visits RCCTA once a month to fine tune/adjust irrigation heads. He will not be making additional trips unless it is an emergency.** Homeowners must be aware when you notify MJF of a needed adjustment, the request is placed on the monthly list.

Last year the HOA greatly overspent on the irrigation budget. EG stated it was an extremely dry year and many areas required additional watering due to sod plantings. **EG stated it would be easier for both him and the HOA (with respect to water expense) to seed and straw-cover the areas.**

The water schedule is currently set up to run around 9:30 pm, for 20 to 40 minutes; the schedule as to date is 3 to 4 times a week. Four hot spots, which receive information from the weather service, override EG's system which enables us to save on watering costs.

Lastly, EG will be given a tentative map and plan for this summer's asphaltting project. Irrigation heads will be marked to assist FPI Asphaltting with blacktop location and if need be, moved.

**There is yet a disposition on the tax levy.** RU said he continues to contact the Department of Revenue/IRS. The IRS is still processing the e-filings and post office sent mailings; the 2019 and 2021 taxes were filed by e-file; the 2020 taxes were sent via post office. The IRS stated there were some discrepancies between years and are still reviewing. **BOD members voiced concerns over who is paying the late fees as well as filing fees if they are above what we have already paid.** A decision has not been made as the IRS is still reviewing.

Spring Walk-Around concerns were noted and compiled into a spreadsheet. **MJF is currently requesting bids on projects, such as brick repair, wall repair, shrubs, cement, etc.** There is a short-term project as well as a long-term project list. All concerns are not a high priority, some require more planning, and thus, these will be addressed later.

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DP updated the BOD on information he received from a homeowner concerning the discussion of **common property vs. private property**. BOD members will review the information. Last year, BOD members participated in a Zoom meeting with concerned homeowners discussing lots, taxation, plots, plats and how the common area definition applies at RCCTA.

As a reminder, **if a rodent enters a homeowner’s attic, the homeowner is responsible for removal. The HOA is responsible for repairing the soffit/building damage.** GMH, handyman, is no longer performing this repair. The BOD suggested we contract with Brian Pechacek to repair. The BOD will request MJF to search for a vendor.

Lastly, the **BOD agreed to have a homeowner set up a complimentary meeting/session whereas they will discuss alternative choices for landscaping more conducive to drought and to less maintenance.** The BOD’s intent is to reduce water usage, lessen constant maintenance, transition into a more environmentally sound landscaping plan yet still maintain the aesthetics of the HOA grounds.

**4. Treasurer’s Report**

**RU presented the financial report.**

	<b>April 2023 Financials Reported Out on:</b>		March 2023 Financials Reported Out on:	
	<b>May 16, 2023</b>		<u>April 17, 2023</u>	
Checking Account:	\$	37,079	\$	40,520
Savings Account:	\$	4,079	\$	3,079
Reserve Fund (net)	\$	763,547	\$	748,026
Reserve Fund (gross-w/insurance \$)	\$	1,716,570	\$	1,701,048

The checking account is \$17k less than should be due to the IRS levying \$17k. The BOD is currently working towards getting the money back into the account. The HOA contributed \$10,862 to the reserve fund as per budget. RU reviewed the additional spreadsheet of transactions to the reserve fund from the last month. Lastly, the Goldman Sachs CD matured and an additional \$3,500 went into the reserve fund.

**KM motioned; GT seconded to approve the Treasurer’s report as present. Motion passed.**

**5. Manager’s Report**

MJF reported out he has contacted four different **gutter cleaning vendors**. He is still waiting for a few more bids until the BOD decides on a vendor.

**Top Dawg, who we used last year, has been contacted for repair of specific brick damages mainly caused by snowplowing.** Cory Rose (CR) of Land Maintenance, will be charged for those repairs.

From the spring walk around, **cement repairs have been identified and MJF is contacting vendors.** Abrahamson’s (ABES) and Meowlark (ML) have been contacted to submit **bids for retaining wall repairs.** (Repairs are for 2023 as well as long term repairs or partial rebuilds.) **CR was contacted to grind stumps,** fill in holes with black dirt and seed. CR will be doing approximately 13 stump/areas and charging for time and material based on an hourly rate.

Lastly, **roof repair is on schedule.** Brian Pechacek Roofing (BP) is maintaining a clean work site, using proper materials, etc. GT noted she will contact BP to discuss his ability to change (slightly) his sequence of repairing

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units. If BP can adapt, FPI (FPI) Asphaltting can be brought in earlier rather than this fall to do Phase 2 of blacktopping. Otherwise, FPI can not start until late summer/early fall.

**6. Old Business**

The roofing, asphaltting and snow plow damage projects have already been addressed. The BOD's budget planning meeting is set for September 27, 2023.

**7. New Business**

**Tree removal and replacement was discussed at length.** The BOD receives concerns each year from homeowners either requesting trees be trimmed, removed or planted. The HOA needs to establish a policy going forth on how to handle tree removal requests and replacements for those trees.

**If a tree is compromised (not thriving, disease, safety, etc.) the tree will be removed if the HOA deems necessary. When replanting that area, the future tree type will be restricted on height and width. The HOA needs to prevent roof damage, gutter debris, etc. If a tree was removed due to those reasons, the HOA will replace it with a standard tree and standard cost.** If the homeowner wishes to select a more expensive tree, the homeowner will pay the difference between the standard HOA tree and their choice. It must be noted, the 'tree does not belong' to the homeowner. The plantings are on common property.

If a homeowner wishes to remove a tree for another reason, they must put in a request and receive approval. At that time, the owner is liable for all costs to remove, purchase, install, etc. the tree.

**A tentative Tree Policy is attached.**

The 'berm' located between unit 37 and 43 will not be replanted. The intent was to remove lesser trees to allow the healthier ones a chance to develop.

Due to relocating, **WW has submitted his written BOD resignation.** The BOD will look to appoint someone who is willing to serve to fill this position for the remaining of the Member-at-Large term.

GT raised the issue of **cleaning the lane signs and mailbox kiosks.** DP stated the mailboxes were master HOA responsibility. GT and RU will investigate possible methods to clean both.

**8. Homeowner Input**

DP opened up the meeting for homeowner input. JF and AI asked about the protocol for addressing **pet concerns.** KM stated, if a homeowner does not feel comfortable or feels it will not be a friendly interaction, send a note to MJF to address. Owners are reminded to keep all common areas, which includes inside the invisible electric fence, picked up of pet excreta. Cats and dogs must either be leashed, restrained or under the control of owners. If an owner is not able to resolve their complaint, the Animal Control Officer would be the next step.

**The June 19, 2023, monthly HOA meeting will be at 12:00 pm; it will be held at FNC Bank. KM motioned; DP seconded to adjourn the meeting. Motion passed. The meeting adjourned at 3:27 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:** March 20, 2023  
**Location:** FNC Bank  
**Call to Order:** 2:00 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 – Mark Iverson (Evergreen)
    - 2. Tax Filings
    - 3. Spring Walk-Around
    - 4. Common Area Discussion
    - 5. Soffit Repair
    - 6. Landscape Education Session
  - 5.2 Treasurer's Report
    - 1. Financial report out
    - 2.
  - 5.3 Manager's Report
    - 1. Updates
    - 2.
- 6.0 Old Business
  - 6.1. Roof Repair and Replacement
  - 6.2. Asphalt Project – New Apron Deterioration, etc.
  - 6.3 Snowplow Damage and Repairs (brick/wall and yard)
  - 6.4 Budget Planning for 2024 - September 27, 2023, 6 pm
  - 6.5 Reserve Account Spreadsheet Update
- 7.0 New Business
  - 7.1 Tree Replacement
  - 7.2 Mailboxes and Signs – GT
  - 7.3
- 8.0 Homeowner Input/Open Forum
- 9.0 Next Meeting Date and Time
- 10.0 Adjournment