

Red Cedar Canyon Townhouse Association
Board Meeting: RE: Monthly Meeting
Tuesday, May 16, 2022, 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 at the First National Community Bank. President Dave Preller (DP) called the meeting to order at 2:00 pm. Board members present: Dave Preller (DP,) Gretchen Trebnick (GT,) Vice President, Ronald Urhammer (RU,) Treasurer, Wayne Wiser (WW,) Member-at-Large and Karen Mackesey (KM,) Secretary, were in attendance. Property Manager Matt Fee (MJF) was in attendance. Doug Lamb (DL) was the homeowner present.

1. Approval of Meeting Minutes

KM motioned; RU seconded to approve the April 19, 2022, minutes with no changes. Motion carried unanimously.

2. Agenda Approval

KM motioned; RU seconded to approve the May agenda as submitted with the additional topics of trees and mulch added under Old Business. Motion carried unanimously.

3. President's Report

Corey Rose (CR,) Land Management, will **continue spring clean-up** and anticipates completion earlier this week. Lawn mowing should happen this or next week.

Mark (EG,) Evergreen Irrigation, was on site performing additional system work. This year should be better than last as he repaired numerous areas which he found last year. It should be routine maintenance issues going forth.

DP iterated certain **dead trees need to be removed**. MJF will obtain a bid to remove the trees and to get a bid for potential replacement trees. MJF will seek out a service, such as Sav-a-Tree, for an opinion on 'struggling' pines and others. A select number of pines are struggling to thrive. If the contractor opines there is not much life left in the tree, those will also be removed in the near future. In the HOA, trees were overplanted; if recommended, those areas will be examined to see if thinning out the grouping would aid the healthier trees.

Lastly, the Architectural Modification which was recently approved was unapproved as the homeowner changed what was originally agreed upon.

4. Treasurer's Report

RU presented the financial report. Regular expenses were paid along with \$324 for legal fees relating to collection letter and approximately \$1,500 for additional sanding and salting during winter months. Second quarter garbage was billed for \$5037.

He explained the November 2023 maturing Charles Schwab CD account does not compound interest. In the future, the BOD will seek out funds which compounds interest.

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Below are the financials for May's report out:

	April Financials Reported Out on: <u>May 16, 2022</u>	March Financials Reported Out on: <u>April 19, 2022</u>
Checking Account:	\$ 19,569	\$ 17,606
Savings Account:	\$ 10,076	\$ 10,075
Reserve Fund:	\$ 651,445	\$ 640,141

GT motioned; WW seconded to approve the Treasurer's report as presented. Motion passed, unanimously.

5. Manager's Report

Reporting out, MJF was **disappointed with CR's response time in the application of the lawn's pre-emergent**. At report out time, CR stated it would be applied by weekending. The BOD stated going forward, the contract needs to be written whereas the application must be applied by a deadline date, weather dependent, or occur penalties.

Meadowlark (ML) Landscaping will be top dressing mulch the second week of June. ML will drop bulk mulch at select areas, due to mulch and transportation increases, for her employees to obtain for units 37 through 111. **MJF will notify ML the BOD did not accept the bid for replacing/repairing current edging.** Additional bids will be sought in the future.

There was one approved landscape modification; one architectural modification was denied as presented.

Currently, MJF is **seeking out future on-call plumbers for repairs**. Aaron Hind (GMH,) handyman, has requested to be phased out of repairing spigots.

EG has been onsite reviewing and adjusting sprinkler heads. **MJF will ask EG to select a time in future to run the irrigation during the day so homeowners can review their sprinklers** (a notification will be sent first.) More eyes reviewing the system will aid correct spray directions, etc.

MJF will request EG to update us on his utilization of the **hot spots**. Hot spots were installed to enable the HOA's efficient use of ambient rain as reported from weather station data, to assist in reducing unnecessary, expensive water usage.

Ten homeowners requested **garage motion detection light installation**. For \$180, GMH will install the detection module along with the wiring to enable the garage soffit light to illuminate when activated to aid security and safety.

Lastly, MJF reviewed the **collection policy**. After an owner is 30 days late, a reminder letter is sent. After 60 days, the 2nd month of lateness, another letter is sent stating the issue is being referred to collection. Once in the attorney's possession, they send out a letter stating it is preceding to

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collections: there is a window of opportunity before it goes to collection as the attorney allows owner payment for a short time period.

6. Old Business

A third **gutter** vendor Bruce Andrews, Seamless Gutters (SG,) will submit a bid for ‘reworking’ a specified number of units where overflow has occurred. **Rework** involves enlarging one of the downspout elbow openings near the garage. It could aid in allowing 15 percent more flowage. The BOD wants to trial a few units to verify if this alleviates overflow conditions. RU will be following up with the vendor and providing unit numbers.

KM motioned; RU seconded to approve the rework of the gutters. The BOD discussed the motion. The BOD stated this work would address overflow located at the front of the house; It could possibly address overflow from the front bedroom walls all along to the garage area. Secondly, we mentioned the rework might not conclusively achieve the desired effect of expediting the down flow of water.

The other, more expensive idea was to **reslope** the front two-bedroom eaves troughs to run into an **additional downspout** which would be semi-blocked by the foyer pillar. The downspout would run into the mulch area but would be parallel to the house base. With two downspouts transporting water out of this area (front of house,) it could alleviate the water issue as long as a potential new ‘mulch wash out’ area is not a newly created issue.

DP amended the motion to add a trial of one to four units (different units from the smaller trial) be included in the (above) overall project which adds a second downspout to the front of the house with a resloped gutter; RU seconded the motion. Motion passed. (Note: there would be a total of 12 reworked enlargements and up to 4 other units trialing the additional downspout.)

This project does not address overflow from the front ‘sunroom’ or patio areas. Typically, overflow in those areas is from gutter debris. These still need to be addressed; removing trees and overhead leaves in those areas should alleviate the issue. Dripping from the patio area in the winter caused by thaw/freeze (when gutter is debris free,) cannot be deterred.

Garage soffit lighting brightness was discussed. The BOD researched different lumens, wattage, Kelvin scale, etc. and how it affects the bulbs brightness and color. **DP motioned; RU seconded the motion to limit the garage sensor soffit light to not exceed a LED Bulb of 14 watts.** It was discussed that the garage sensor only activates the light for limited time; limiting harsh, white light does not impede the focus of safety and security. DP called the vote. **Motion passed; KM opposed.**

An additional parameter for this specific light policy was proposed. **DP motioned; RU seconded to have all outdoor lighting, attached to the house, be limited to no more than a LED Bulb of 14 Watts.** Discussion commenced. This policy would be for all outdoor lighting on the house: the garage, patio and foyer. Security and safety are not compromised. The BOD wants all HOA members to be conscientious and sensible with their lighting colors and brightness so all surrounding neighbors can still enjoy privacy. DP called the vote after no more discussion. **Motion passed; KM opposed.**

Red Cedar Canyon Townhouse Association
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WW presented the different **survey engines and costs. GT motioned; KM seconded to use the \$99 per month survey site for 30 days and then cancel. Motion passed.** Thirty days allows homeowners time to participate. The BOD will preview the downloaded survey before it becomes active next month.

7. New Business

The **Collection Policy** was discussed. It was decided MJF will notify either the Treasurer or BOD specific names of those in arrears.

Ron Birch (FPI,) **FPI Asphalt**, was contacted to inspect cracks in the newer asphalted lanes. FPI stated the cracks were typical from thawing/freezing. **When FPI is in the area, they will fill the cracks on specific lanes, no charge. The asphalt quality is not and was not in question by the BOD.** FPI purchases their asphalt from a certified commercial asphalt plant which is used by numerous commercial asphalt companies. It meets MnDOT requirements and can be used on state and city projects.

8. Homeowner Input

DL requested he handle his own mulch for his unit. MJF or RU will notify him as to where ML will be placing the larger piles. Secondly, he asked the plan for sod replacement due to winter. The BOD stated CR will lay sod where he has damaged the lawn. Winter kill areas typically are reseeded.

Lastly, he asked what is the HOA's plan for the large asphalt project. Depending on reserves, inflation, etc., the BOD anticipated within one or two years. An estimate was obtained last year; however, since that time, overall inflation as well as oil/gas prices have increased. Another bid will be requested closer to the date.

The June 20, 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. **RU motioned; GT seconded to adjourn the meeting. Motion passed. Meeting adjourned at 4:25 pm.**

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhouse Association, Secretary

Red Cedar Canyon Townhouse Association
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RCCTA EXECUTIVE BOARD MEETING AGENDA

Type of Meeting: Regular Monthly Board
Meeting Date: May 16, 2022
Location: First National Community Bank, Hudson
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. How this board operates- resident questions, meeting decorum
 - 2. Lawn maintenance plan for 2022
 - 3. Update on masonry work on 2-story columns
 - 4.
 - 5.2 Treasurer's Report
 - 1. Financial report out
 - 2.
 - 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 - update
 - 6.3a. Motion detection light for homeowner garage entrance; \$180
 - 6.3b. Limitation on power of lighting; lumens, etc.
 - 6.4. CR - May/June landscape, lawn maintenance plan
 - 6.5. Meadowlark mulch, plastic mulch retainers, etc.
 - 6.6.
- 7.0 New Business
 - 7.1 Collection Procedure-proper notice to homeowners; options, etc.
 - 7.2 2020 Asphalted Lanes
- 8.0 Homeowner Input
- 9.0 Adjournment

RED CEDAR CANYON TOWNHOME ASSOCIATION (RCCTA) POLICIES

Attached/Fixed Townhome Lighting Policy

It is the intent of the BOD to ensure residents are safe and secure, to allow all neighbors a tranquil, peaceful setting and to provide uniformity to the neighborhood.

The policy, first and foremost, allows all homeowners the right to use their townhome's attached, fixed lighting to provide safety and security for their homes. However, all surrounding homeowners should still be able to enjoy their outside areas without errant, harsh, bright lighting.

Guidelines and specifics for the attached, fixed townhome lighting fixtures:

1. All lighting attached to the townhome, which includes the garage soffit light, foyer soffit light and patio light, **shall use LED bulbs no greater than 14 watts.**
2. Further, all LED 14-watt bulbs shall **not be greater than a 2700 Kelvin rating.**
3. The garage soffit light, which includes the motion sensor activated unit, is included in this policy.

Note: **watts determines brightness; Kelvin determines the color temperature** of the bulb as it relates to warm white, bright white, amber, etc.