

**Red Cedar Canyon Townhouse Association**  
**Board Meeting: RE: Monthly Meeting**  
**Wednesday, September 21, 2020, 2 pm**  
Dave Preller's Address

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

Due to COVID restrictions, the Monthly BOD meeting of the RCC Townhouse Association (RCCTA) was held outside at Dave Preller's address. President Dave Preller (DP) called the meeting to order at 2:00 pm. Board members present: Nadine Sands (NS,) Vice President; Ronald Urhammer (RU,) Treasurer; Gretchen Trebnick (GT,) Member-at-Large; Karen Mackesey (KM,) Secretary. Also present during the monthly meeting was Matt Fee (MJF,) Property Manager and Wayne and Beth Wells (237 WCD homeowners.)

**1. Approval of Meeting Minutes**

**KM submitted the August 19, 2020, monthly meeting minutes for approval.** RU motioned, NS seconded to approved the minutes. BOD unanimously approved.

**2. Homeowner Requests**

Wayne and Beth Wells, 237 WCD, presented their request for plans to replant their front shrub bed. They were approved to replant the area with HOA approved shrubs/plants. The Wells' presented to the BOD their reasoning for preferring landscaping rocks versus mulch in the area and requested the BOD to consider an exception to the HOA's policies of using mulch. The BOD will discuss the request, review policies and past practices, make a decision and DP will provide the response to the homeowners.

Further, they requested assistance in getting the hard water stain off of the brick. MJF said that he will assign his 'handyman' (GMH Contracting) look at the issue in October, when his management contract begins.

**3. President's Report**

The **Annual Meeting was reconfirmed as October 22, 2020, 6 – 8 pm.** KM will follow up with the Hudson House verifying the room reservation. COVID restrictions made it extremely difficult finding this year's meeting venue. The only other choice was to follow the Master Association's lead and have it in the City park, late October weather, however, is unpredictable. **The Hudson House will set the room up for two hours. As individual homeowners, it will be our responsibility to social distance, wear a mask and abide by the current regulations. Snacks and beverages will not be provided this year.**

Having the annual meeting in October was decided by the BOD so the new management company, MJF and Associates, could participate and we could introduce the new Property Manager, Matt Fee, to the RCCTA. MJF will take over on October 1, 2020, and will be providing the essential documents for the annual meeting. The BOD must finalize the agenda and other 2021 budget items.

DP reported that Miranda James, Cities Management, **received word from Willow River that they have completed the shrub trimming for 2020, and the fourth lawn application will be in October as well as the 'clean up of the grounds.'**

MJF will assist the BOD in preparing the budget; he will contact vendors to provide proposals for the upcoming year. Lawn/snow, irrigation, dryer vent cleaning, insurance companies, etc., all must be rebid for 2021 so the budget can be planned accordingly.

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One position is up for nominations, the Treasurer's position. Nomination's will be accepted from the floor.

**4. Vice President's Report**

NS reported out on the **RCCTA Facebook site**. The site was established so quick updates could be communicated to homeowners. It is not intended as the sole source of information, but just a quick, informal update on neighborhood activities. Owners are encourage to 'join' the site as another way to stay informed.

The BOD's assignment is to forward topics of importance to Cheryl Coots as she has volunteered to compile the **RCCTA Winter Newsletter**.

**5. Treasurer's Report**

**RU motioned, NS seconded to accept the July financials.** RU explained the report, as presented by CM, was not accurate as they now overcharged RCCTA \$3,323 for insurance premiums. CM corrected their error. BOD approved the July financials.

**Five invoices were presented to the BOD for approval.** RU motioned, KM seconded to pay the CM invoice for \$102.25. RU motioned, GT seconded to pay FPI \$16,000 for sealcoating. RU motioned, KM seconded to pay Lomnen Legal Service \$82.50. No discussion. **BOD unanimously approved to pay the first three invoices.**

The **fourth invoice was \$2,750 to Nature's Touch.** RU motioned, KM seconded the invoice for approval. Discussion disclosed the amount consisted of three separate invoices (\$570, \$880 and \$1,020.) KM stated this was for services performed during the large asphaltting project. She spoke with NT, FPI, and ultimately, with MJ of CM as to the outcome on how the breakdown of payment and responsibility was assigned. FPI agreed to pay the \$570 and \$880. FPI and the BOD agreed to split the last invoice, equally. NT was to 'void' the original invoices and resubmit half of the \$1,020 invoice (\$510) to CM. **Motion died as the invoices were not accurate as presented by CM.**

The **final invoice was the routine \$7,580 monthly contract to Willow River.** RU motioned, NS seconded to approve the monthly service bill. The BOD stated WR's performance was acceptable during the month and warranted payment. Motion approved.

**6. Committee Reports**

**a. Rental Committee:**

DP reported the attorney has the **rental language completed.** The BOD must present the language and discussed how to carry out the voting process. During the annual meeting, owners will receive information regarding the language's intent.

**b. Architectural Committee:**

The **sidewalk replacement project has been completed,** according to GT. MJF stated he will 'backfill' the removed dirt to finish the project after his contract begins.

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Contractor Lunning Concrete is slated to complete the first tuck pointing project phase during the week of September 21, 2020. The BOD is still waiting on his proposal for the second phase commencing 2021.

**c. Landscape Committee:**

Owners have raised concerns grass is not growing in certain areas. Sloped areas are more prone to this issue and is an ongoing problem; the BOD and MJF will continue to investigate and find an appropriate solution.

**7. Miscellaneous Business**

MJF stated one of his first orders of business on his 'to do list' is to address the landscaping issues such as lack of grass growth, erosion issues, weed growth, etc. As a Property Manager, he is also focusing on the issues we have been burdened with, that being squirrel and soffit issues.

NS is requesting bids on dryer vent cleaning as CM could not clean them prior to the CM contract ending. CM's bid was \$2,688. One company returned a proposal of \$4,100 to perform the cleaning. MJF stated at his other properties, his 'handyman' is capable of performing this service. **GT motioned, NS seconded to have GMH Contracting, complete this task.** No discussion. Unanimously approved.

**GT motioned, NS seconded to let the Property Manager, MJF, make decisions up to \$1,000 without prior BOD approval.** BOD discussed at one time, CM had approval up to \$1,500, but the BOD removed the 'automatic' approval amount as the HOA ended up spending too much money on items that Cities Maintenance was sent out to repair, as well as items we deemed another, less expensive contractor could complete.

KM is continuing to work with Todd Smith on **finalizing a RCCTA website.** To create and manage the site for a year will be a one-time cost of \$750. Afterwards, the monthly cost should not exceed \$20 per month. The website is 'not interactive.' It is designed so homeowners have access to documents, minutes, policies, etc. from their own computer. It was suggested the website includes a 'contact us' and a 'calendar' in the site. A homeowner directory will not be provided as RCCTA homeowners are not the only people who can access the site. For the first year, the website will be 'a work-in-process.'

The **next monthly meeting will be in November as October is the annual meeting;** it will tentatively be a teleconference unless notified differently. **KM motioned, RU seconded, to adjourn the meeting.** BOD approved. DP concluded meeting at 4:05 pm.

Respectively submitted,

Karen M. Mackesey  
Red Cedar Canyon Townhouse Association, Secretary