

**Red Cedar Canyon Townhome Association**  
**Board Meeting: RE: Monthly Meeting**  
**Monday, August 21, 2023, 12 noon**  
**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 Townhouse Association (RCCTA) was held at FNC Bank. President Dave Preller (DP) called the meeting to order at 12:11 pm, after the closed executive session. Board members present: Dave Preller (DP,) Gretchen Trebnick (GT,) Vice President, Ron Urhammer (RU,) Treasurer, Karen Cullum (KC,) Member at Large, and Karen Mackesey (KM,) Secretary, were present. Property Manager Matt Fee (MJF,) was in attendance. Four homeowners were in attendance: Doug Lamb (DL,) Judy Frank (JF,) Audrey Ichel (AI,) and John Maas (JM.)

**1. Approval of Meeting Minutes**

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

**2. Agenda Approval**

**KM motioned; RU seconded to approve the August 21, 2023, agenda as written. Motion carried. (Agenda attached.)**

**3. President's Report**

DP summarized the policy on common area, which was approved at a prior meeting, the rescinding of that same motion and the approved, new motion, titled as **RCCTA's Historical Summary of Discussion Regarding Common Area. The RCCTA's BOD recognizes the governing documents as the official authority and rule on common area/green space.**

The Historical Summary will be published on the website, along with the Code of Conduct. The BOD will **revisit the Code of Conduct later to ensure specific policy areas match the policy's overall intent .**

DP reiterated the BOD's intent to follow Roberts Rules of Order when holding and speaking at meetings. Basic rules and guidelines provide for addressing the Chair and the Chair acknowledges the speaker prior to speaking.

Considering drought-like conditions, the RCCTA lawn is in fair condition. Taking the advice of Evergreen Irrigation, the BOD elected to seed areas rather than sod. The reason being that water usage and cost has skyrocketed. E/G stated it would be more manageable to seed. Unfortunately, the seeding was not productive; the BOD rejected Corey Rose's additional bid (CR Land Maintenance) for \$2000 for installing sod. **MJF will be getting a bid from Lisa at Meadowlark (ML) for black dirt and seed.**

The **Annual RCCTA Meeting will be held at the Hudson High School, Fishbowl Room (straight ahead from the front doors) on September 20, 2023, 5 pm.** KM will verify the room is set up with row seating and have the availability of a microphone. MJF anticipates mailing off the announcement and associated paperwork 21 days prior to the date.

At the Annual Meeting, the membership will be **voting to elect two homeowners for two open positions.** GT and RU have elected not to run again. RCCTA is looking forward to electing two new homeowners to the BOD. The two positions will be for three years. Next year, KC's position will be open and in two years, DP and KM's will be up for election. Please consider running as the BOD functions best with five members. Secondly, there needs to be a minimum of three people to make and approve motions for the HOA.

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**4. Treasurer's Report**

**RU presented the financial report.**

	<b>July 2023 Financials Reported Out on:</b>		<b>June 2023 Financials Reported Out on:</b>	
	<b>August 21, 2023</b>		<b>July 19, 2023</b>	
Checking Account:	\$	32,321	\$	34,484
Savings Account:	\$	7,000	\$	6,080
Reserve Fund (net)	\$	799,220	\$	791,222
Reserve Fund (gross-w/insurance \$)	\$	1,458,409	\$	1,444,244

July report out shows the HOA had approximately **\$800k in the reserve fund**. From this amount, approximately **\$282k will be paid to FPI Asphaltting**. Brian Pechacek still has expenses not yet paid which, like prior payments, will be funded by the insurance money.

The 2023 ice storm caused major damage to trees in the HOA. Sav-a-Tree was retained to cut down and remove over 13 trees which was paid in a prior month; CR was contracted to grind the stumps, back fill areas with dirt, seed, etc. This month, CR was issued a check for approximately \$4,100 upon completion.

**KM motioned; GT seconded to approve the Treasurer's Report as presented. Motion passed.**

**5. Manager's Report**

**RCCTA is in dire need of handyman services.** MJF contacted numerous people. Of those responding, their fees were as follows:

- Vendor A - Do-it-All \$1000/day and is booked a month in advance.
- Vendor B – \$125/hour/person. For repairing soffits, requires 2 people: thus \$250/hour.
- Vendor C – GW Handyman - \$100/hour/person; retired, works with spouse (\$200/hour.)

GMH, Aaron, the current handyman, is reducing his workload to small projects, only. The HOA must find a competent, fairly priced, handyman. **The rodent vs. soffit issue is the priority at this time and we must find a contractor.**

**MJF presented brick work bids.** The scope is to not only repair identified damaged, crumbling brick noted during our spring walk-around, but **also cement work**. The list includes areas which were damaged during snowplowing. Top Dawg (TD) submitted a bid for \$10,630; Croix Valley submitted a bid for \$10,145. Both vendors are a month out. **GT motioned; KM seconded to approve TD proposal for \$10,630, less \$1,230 charged back to CR for plowing damage.** BOD discussed bids; TD was used for the two-story column repair and found pricing and workmanship acceptable. There is also a lot of concrete work noted to be repaired/replaced, as well as a broken foyer slab for approximately \$3k. Costs will be assigned to the building expense fund. **Motion passed.**

Caulking repair needs were also noted on walkaround. (This also includes planing down adjacent cement surfaces between the downspout grates to reduce tripping hazards.) Two bids were submitted; GMH was \$2,860 and Do-it-All was \$5,500. **GT motioned; DP seconded to approve GMH for the caulking project.** Discussion stated GMH was a good price; competent contractor; HOA needs to get done before winter to

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reduce underground water seepage; would be billed to asphalt/concrete. **DP called the vote; motion passed 4 to 1; KM dissented.**

**Retaining wall repair/construction** was the last item. Three bids were submitted which address damaged, crumbling retaining wall blocks as well as reconstructing a retaining wall on DWC which is failing between four units. ML submitted a bid for \$44,626 (not including the rebuild,) Abrahamson's was \$18,710 and Environmental Landscape Management (ELM) for \$25,404. **DP motioned; KC seconded to table the issue for a September 7, 2023, special meeting.** BOD will have time to compare, research and verify the bids. Two small areas will be charged back to snowplow damage. The area with the reconstruction will be assigned to the reserve budget. **Motion passed.**

**6. Old Business**

**State Farm is waiting for BP to provide the information so the \$393k, recoverable depreciation, can be released.** BP has been notified.

In the future, the BOD will only move ahead with gutter improvements or landscape edging if there is a proposal. There must be a plan/proposal to guide the purpose of the discussions with an achievable mission and objective.

For upcoming years, the BOD will not be automatically having a shrub vendor (this year it was Abrahamson's) replace dead shrubs. It will be the homeowner's responsibility to fill out a request with MJF. Abrahamson's will still be verifying prior plant warranty.

**New Business**

Bob Stabell notified the BOD his organization has meeting space which could accommodate the HOA's monthly and Annual Meetings. Rather than cancelling Hudson High School for 2023, the BOD will pursue a location change for 2024. The monthly meetings have been working well at FNC Bank.

**Two positions will be up for elections during the Annual Meeting, September 20, 2023.** Two BOD members are not seeking re-election. Currently, they hold the Vice President and Treasurer's position. **Please consider running for one of these two positions so we may have a full five-member board.** The open positions are for three-year terms. After elections, the BOD deters who performs what tasks; you are signing up to be a BOD member and then the BOD members elect who fills what position.

**7. Homeowner Input/Open Forum**

DP opened the floor to homeowners for comments. **JF requested the HOA repair/seed/sod the areas lining the driveway near her unit.** From snow plowing, the grass was dead and the seeding which was done earlier this summer did not grow. As the BOD noted previously in the meeting, MJF will be contacting a different vendor to provide a proposal for black dirt and fall seeding.

**DL added to the conversation that CR should be held accountable for the non-producing seed.** Again, the BOD took the suggestions of the irrigation vendor stating the seeding would be easier and less expensive than sodding. Unfortunately, we had several extremely hot days which prevented successful growth.

**AI requested the BOD explain the 'new' common area/green space definition and what is the BOD's opinion.** As DP explained on behalf of the BOD, the BOD does not want to place the RCCTA in legal jeopardy by taking a position. The common area/green space statement is a historical summation of discussions regarding the common area. **The BOD manages HOA business according to the governing documents.** GT added, the BOD will abide by the governing documents/declarations, including Article 4, Property Rights.

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Further, the **BOD will act appropriately if homeowners do not follow the Code of Conduct when living at RCCTA.** The Code of Conduct will be enforced (regardless of how a person interprets the governing documents.) AI asked what is considered unacceptable behavior. DP referred her to the website. Unacceptable behavior includes, but is not limited to bullying, abusive behavior, intimidation, harassment, etc.

**JM had a request to speak with a member of the BOD and MJF.** The BOD elected to take this matter into Executive Session to discuss.

**The September 20, 2023, Annual HOA meeting will be at 5:00 pm;** it will be held at Hudson High School. **RU motioned; KC seconded to adjourn the meeting. Motion passed.** The meeting adjourned at 1:44 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:** August 21, 2023  
**Location:** First National Community Bank  
**Call to Order:** 12:00 pm

Executive Session of Board: 12:00 pm – 12:15 pm (closed to guests)

- 1.0 Call to Order – 12:15 pm
- 2.0 Roll Call
- 3.0 Approval of Previous Meeting Minutes
- 4.0 Approval of Meeting Agenda
- 5.0 Reports
  - 5.1 President’s Report
    1. Common Area/Greenspace Historical Summary – Final Draft
    2. Revisions to RCCTA Code of Conduct Policies
    3. Lawn/Fertilizing/Replacement black dirt and seeding
    4. Annual Meeting Preparations: Year in Review
    - 5.
  - 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 – Recoverable Depreciation Payment
  - 6.2. Gutters – enlarging opening, gutter guards
  - 6.3. Edging – plastic vs. alternatives
  - 6.4 Lane/Mailbox aprons – expanding, materials to consider
  - 6.5. Retaining walls, sidewalks
  - 6.6. Plants, shrubs planted without homeowners’ knowledge
- 7.0 New Business
  - 7.1. Offer for new meeting space from B. Stabell
  - 7.2. Elections – 2 positions up for election, G. Trebnick and R. Urhammer
  - 7.3. Handyman services
  - 7.4. Dog issues
- 8.0 Homeowner Input/Open Forum
- 9.0 Next Meeting Date and Time – September 20, 2023, RCCTA Annual Meeting, Hudson High School, Fishbowl Room, 5:00 pm
- 10.0 Adjournment

**Important Dates to Remember:**

1. September 20, 2023, Annual RCCTA HOA Meeting, Hudson High School
2. Budget Planning for 2024, September 27, 2023, 6:00 pm (BOD.)