

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Minutes/Notes  
Thursday, June 21, 2018 — 6:00 p.m.  
County Market Community Room — Hudson, WI

*Meeting minutes/notes are subject to approval by the board at the next meeting.*

I. Preliminary matters

- A. Roll call: Called to order at 5:57 p.m. Present: Larry Williamson, president; Gene Hoff, vice president; Beth Gaede, secretary. Absent: Kerry Geurkink, treasurer. Guests: Karen Cullum (57 DWC), Judith Franck (47 DWC); Bob Staebell (51 DWC), Audrey Ichel (41 DWC), Bart and Gretchen Trebnick (59 DWC), Clemma Nash (65 DWC).
- B. Proof of meeting notice: Notice of meeting and agenda sent to board members in advance; no objections.
- C. Agenda adoption: Agenda modified (added items C.1 and C.2), reviewed, and adopted unanimously.
- D. Approval of May 17, 2018, minutes/notes: Updates were previously posted on the Cities Management website.

II. Agenda items

- A. Treasurer's report
  - 1. Banking  
Total funds \$580,820.73.
  - 2. Invoices and transfers  
See treasurer's report for invoices and transfers submitted. Moved, seconded, and approved to pay invoices and transfers as listed in the report.
  - 3. Unit owner assessment status  
See treasurer's report.
- B. Project updates: See attached report.
- C. Project discussions
  - 1. Judith Franck, lawn care  
The homeowner is unhappy with the condition of her lawn. Larry has already met with Green Oasis and discussed the situation. Some shrubs have died, and the homeowner asked what the plan is for dealing with them. Larry has been working with the landscaping committee to identify shrubs that need to be replaced next year. The homeowner reported a hole in a soffit. Larry will follow up. She also indicated she will submit a plan for planting some trees on the hill next to her unit.

2. Bart and Gretchen Trebnick, pet issues  
Homeowners received a letter about a pet issue but was not clear about whether the letter was a warning or some other level. (It was a warning.) Three homeowners reported that another homeowner threatened to shoot their dogs. The board recommended that they report the matter to the Hudson City police.
3. Board member-at-large opening  
Karen Cullum used to live in Bieneman Farms and was treasurer for the board. Nicole suggested she contact the board about the opening. Larry explained some of the current board's philosophy—our emphasis on careful planning combined with our desire to prioritize and attend to problems that could not have been foreseen. Moved, seconded, and approved to invite Karen to join the board.
4. Water faucets  
Seven spigot repairs were made, and another was covered under a two-year warranty. The board has negotiated a discounted price for repairs if three or more are repaired at one time. The cost is now \$309 per faucet (formerly \$292), and the entire faucet, including the portion inside the wall, is being repaired. Moved, seconded, and approved to charge homeowners \$108 per faucet.
5. Invisible fence  
A homeowner had an invisible fence put in, and since shrub removal this past month, the wires are above ground and not working properly. All homeowners were notified in late May about the shrub removal, and there is no record of invisible fencing being installed at this unit. The homeowner is asking the association to pay to repair the fence. Moved, seconded, and approved to decline the request. Larry will ask Cities Management to contact the owner.
6. Additional reports  
Larry announced that sidewalk repairs and tuckpointing will be done around the first of July. Willow River replaced 50 shrubs following recommendations of the Landscape Committee. The association is paying \$36.00 per shrub, and the homeowner, who chose the shrubs for their unit, will pay the balance (including labor and tax) per shrub. (Shrub removal cost \$963.44.) Trees are currently receiving their second treatment.

III. Agenda items for next board meeting: 2019 budget, landscaping requests, tree trimming, annual meeting planning, directory, reserve account

IV. Next regular meeting: Thursday, July 19, 2018, 6:00 p.m., County Market Community Room

V. Adjournment: The meeting adjourned at 6:57 p.m.

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Project Updates  
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B. Project updates

1. Faucet repairs
  - ID840970, townhouse #119 DWC, patio and front, completed June 8th. Note: two faucets were repaired on June 22, 2016. This repair was under a two-year warranty from Benjamin Franklin.
  - ID852847, townhouse #173 WCD, patio and front, completed June 8th.
  - ID850226, townhouse #127 DWC, front, completed June 5th.
  - ID842003, townhouse #151 WCD, front, completed June 5th.
  - No ID number, townhouse #65 DWC, front, completed June 5th.
  - No ID number, townhouse #203 WCD, front and patio, completed June 5th.
2. ID154233, 5/22, #89 DWC: Approved installation of sculpture. Landscaping must be restored to current condition when the sculpture is removed.
3. ID154234, 5/22, #259 DWC: Approved installation of mulch under two spruce trees. Owners cost. Mulch must be Premium Cedar from Menards.
4. ID154758, 5/25, #161 WCD: Approved replacement of shrubs at owners cost.
5. ID156597, 6/8, #45 DWC: Approved landscaping changes at owners cost.
6. 5/25, Lunning Concrete: Approved bid \$1,375.00 for tuck pointing and sidewalk repair. Scheduled tentative date 1st week July.
7. Pechacek Roofing: Approved bid \$6,976 for repair of (31) soffit openings. On 5/17, associations cancellation of Cities Management's Tech Company was canceled because of delay with scheduling. Possible lead time 3-4 week out. (24) repairs have been made on June 1st and the 6th by Lutz Construction, subcontractor. The following soffits have been reinforced with plywood and two x 4's.
  - 239 WCD, overhang patio, upper right corner
  - 207 WCD, overhang front, upper left corner
  - 195 WCD, overhang front, upper right corner
  - 193 WCD, overhang patio, upper right corner
  - 171 WCD, overhang front, upper left corner
  - 161 WCD, overhang front, upper right corner
  - 159 WCD, overhang front, upper left corner
  - 155 WCD, overhang front, upper right corner
  - 149 WCD, overhang front, upper left corner
  - 145 DWC, overhang front, upper left corner
  - 143 DWC, overhang front, upper left corner
  - 141 DWC, overhang front, upper right corner
  - 139 DWC, overhang front, upper left corner
  - 137 DWC, overhang front, upper right corner
  - 125 DWC, overhang patio, upper left corner
  - 121 DWC, overhang front, upper right & left corners

- 111 DWC, overhang front, upper left corner
  - 103 DWC, overhang front, upper left corner ID854322
  - 83 DWC, overhang front, upper right corner, small
  - 75 DWC, overhang patio, upper left corner along with soffit hole below
  - 71 DWC, overhang patio, upper right corner
  - 69 DWC, overhang patio, upper right corner
  - 67 DWC, overhang front, upper left corner
8. 5/31, shrub project: Approved cost of \$2,763.18, which includes tax and labor. Tentative replacement date June 22nd.
  9. 5/25, Willow River Landscaping: Approved \$9,970.53 for mulching a total of 38 townhomes along with 34 deciduous trees and 27 pines. 187, 185, 183, 181, 179, 177, 175, 173, 171, 169, 167, 165, 163, 161, 159, 157, 155, 153, 151, 149 West Canyon Drive; 147, 145, 143, 141, 139, 137, 135, 133, 131, 129, 127, 125, 123, 121, 119, 117, 115, 113 Deerwood Court. Mulch scheduled 1st week July or sooner. Bulk mulch will be deposited at ends of lanes and must be cleaned up after topdressing by contractor.  
 Mulch application is on a three-year cycle. If a unit is not scheduled to receive mulch this year, homeowners may apply mulch at their expense, using only the approved Premium Cedar Mulch, available at Menards. Next year's mulching project will be balance of DWC.
  10. 5/23, Approved payment of Traveler's Insurance invoice, which arrived after the last board meeting.
  11. 5/28, ID844658, 211 WCD, Concrete lifting completed repair of damaged blacktop by garage.
  12. Nature's Touch Irrigation brought to our association's attention grub problems in lawns. Mark Meydam researched article from University of Minnesota Extension. Article recommends that chemicals be put down in July to wipe out grubs that would be coming from eggs this summer and maturing next summer. UW Madison also confirmed. Grub control lasts for up to 4 months with perfect conditions. Board approved \$1,200 for all association lawns. Green Oasis will add with 2nd lawn care balanced fertilizer application in July.
  13. Nature's Touch flagged irrigation heads at 263 WCD, so heads aren't covered over by black dirt and sod. Sodding completed on June 13th.

**RED CEDAR CANYON TOWNHOUSE ASSOCIATION**  
**Treasurer's Report for May 2018**  
Submitted June 21, 2018

<b>RED CEDAR CANYON TOWNHOUSE ASSOCIATION</b>		
<b>Banking Report as of 5/31/18</b>		
<b>Reported 6/19/2018</b>		
Checking account (Cities Management at BNC Bank)	starting balance	\$55,830.38
Balance as reported on Cities Mgt financial statements	ending balance	\$ 58,303.17
Reserve Savings account (Cities Mgt)		
- BNC National Bank - Money Market	starting balance	\$74,802.82
- interest rate is .38%	ending balance	\$86,186.36
-BNC National Bank - ICS	starting balance	\$250,187.53
- interest rate is 0.25%	ending balance	\$250,341.45
-BNC National Bank - CDARS	starting balance	\$200,000.00
- 100,000 matures 1/9/2020 @ 0.85% 2 year CD	ending balance	\$200,000.00
- 100,000 matures 12/31/2020 @ 1.5% 3 year CD		
Total operating balance		\$55,830.38
Total reserves		\$524,990.35
<b>Total all funds</b>		<b>\$580,820.73</b>

**Bills and Transfers Requiring Board Approval**

1.	Transfer to Reserves	\$11,333.33
2.	Cities Management	\$1,419.00
	June Property Management	
3.	Greener Grass Systems, Inc.	\$6,937.94
	June Contract	6,937.94
4.	Nature's Touch Irrigation	\$2,045.00
	Spring repairs	455.00
	Regular contract	1,590.00
5.	Mike Mullen Tax prep & Audit	\$1,249.00
6.	Rahn Home Svcs (exterior spigot replacements 5 homes)	\$1,595.00

7. Travelers insurance

\$2,442.42

**Owner Assessments**

As of 6/19/2018 there are 5 property owners who are behind in their payments to the association. The total amount owed to the association is \$1,030.00. This is broken down as follows:

Less than 30 days late =	\$1,010.00
Over 30 days late =	20.00
Over 60 days late =	\$0.00
Over 90 days late =	\$0.00
 Total	 \$1,030.00

Red Cedar Canyon Townhouse Association				
Reserve Fund Balance Information - May 17, 2018				
Actuals until April 2018 Projections thru Dec 2018				
Month	Reserve Savings Acct	Reserve Investment Acct	Total	Change from previous month
December-18	151,930.46	450,187.53	602,117.99	11,333.33
November-18	140,597.13	450,187.53	590,784.66	11,333.33
October-18	129,263.80	450,187.53	579,451.33	11,333.33
September-18	117,930.47	450,187.53	568,118.00	11,333.33
August-18	106,597.14	450,187.53	556,784.67	11,333.33
July-18	95,263.81	450,187.53	545,451.34	-2,205.67
June-18	97,469.48	450,187.53	547,657.01	11,333.33
May-18	86,136.15	450,187.53	536,323.68	11,333.33
April-18	74,802.82	450,187.53	524,990.35	11,458.64
March-18	63,448.66	450,083.05	513,531.71	11,345.24
February-18	52,103.42	450,083.05	502,186.47	22,766.49
January-18	180,001.79	299,418.19	479,419.98	0.00
December-17	180,001.79	299,418.19	479,419.98	11,207.47
November-17	168,979.85	299,232.66	468,212.51	12,908.64
October-17	157,959.67	297,344.20	455,303.87	12,662.91
September-17	146,940.15	295,700.81	442,640.96	-21,595.28
August-17	169,439.82	294,796.42	464,236.24	13,573.00
July-17	158,419.00	292,244.24	450,663.24	10,876.08
June-17	147,366.30	292,420.86	439,787.16	9,800.33
May-17	137,706.20	292,280.63	429,986.83	10,947.72
April-17	127,940.70	291,098.41	419,039.11	12,186.96
March-17	116,924.73	289,927.42	406,852.15	10,910.38
February-17	155,907.26	240,034.51	395,941.77	13,493.16
January-17	144,889.49	237,559.12	382,448.61	12,696.17

