

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 6:00 p.m. Present: Larry Williamson, president; Beth Gaede, secretary; Kerry Geurkink, treasurer; Karen Cullum, member-at-large. Absent: Gene Hoff, vice president. Guests: Nicole Battles, Cities Management (by phone); Judy Franck (47 DWC), Keri Kennedy (43 DWC), Bob Staebell (51 DWC).
- B. Proof of meeting notice: Notice of meeting and agenda sent to board members in advance; no objections.
- C. Agenda adoption: Agenda reviewed, item C.1 added, and adopted unanimously.
- D. Approval of June 21, 2018, minutes/notes: Updates were previously posted on the Cities Management website.

II. Agenda items

A. Treasurer's report

1. Banking

Total funds: \$600,036.70. Kerry is going to investigate the possibility of moving some reserve money to higher yield CDs.

2. Invoices and transfers

See treasurer's report for invoices and transfers submitted. Kerry is trying to take advantage of Cities accounting reports, rather than retyping numbers, to avoid opportunities for errors. Item 3: The invoice should be forwarded to the owner. Item 8: Larry questioned whether this item was approved by the board; Nicole will investigate. Moved, seconded, and approved to pay invoices and transfers as listed in the report, except for item 3. Payment of Traveler's insurance premium of \$2,442.42 approved via email after the board meeting on July 20.

3. Unit owner assessment status

See treasurer's report. No assessments are more than 30 days past due. Homeowners' share of shrub replacements will be entered in Cities accounting system tomorrow.

4. Kerry is planning to review the reserve fund projections.

B. Project updates: See attached report.

C. Project discussions

1. Judy Franck, 47 DWC:

Judy met with Eric at Willow River about putting a maple, three spruce, and a clump of birch on the hill next to her unit. The board needs to check with Nature's Touch about whether adding trees would change the irrigation needs and capacity in the area. Judy will submit a landscaping modification form with the work to be done at her expense. The association will maintain the trees.

2. 2019 budget

- Kerry suggested that when we set up the budget, we use the categories in the Cities Management accounting system. She and Larry will be meeting with Percy at Cities to learn more about their system.
- Larry reviewed the 2018 projects list and noted that some projects will not need to be done in 2019. He also reviewed the reserve study and said that there isn't a lot of work scheduled for 2019. But he'd like to get quotes for replacing address signs, painting 31 garage doors and 32 frames, and replacing edging around mulched beds.
- Kerry asked Nicole whether she knows of engineering firms that could advise us about our lanes, which have significant water drainage issues, so the board has good information when it's time to replace the asphalt driveways.

3. Landscaping requests

- 203 WCD: The owner submitted a request for a new patio and has a quote from Lunning Concrete. (She also submitted a request for shrub replacement, which Larry is discussing with the landscaping committee.) The homeowner needs to resubmit the patio request and must sign and date the Architecture, Landscape, Irrigation Modification form.
- Landscaping projects—shrub removal, shrub replacement, and sod replacement—came in under budget.
- The landscaping committee has begun planning for 2019 and recommends a budget of \$10,000 for mulch.
- ID 161677, 215 WCD: shrub replacement at owners' cost. Approved.
- ID 160975, 161 WCD: remove buckthorn at owners' cost. Approved.

4. Annual meeting planning

The meeting is scheduled for September 27, 7:00–8:00 p.m. at Woodland Hill auditorium. Homeowners will be able to meet with contractors at 6:30 p.m. Nicole will double-check the Woodland Hill reservation. Nicole will assemble the meeting packet and send it to the board for review.

5. Directory

Beth copied and pasted the homeowner list from the Cities Management website into a spreadsheet. Nicole explained how to access addresses in homeowner view (public information), as opposed to "internal" view (which Cities staff board members can

see). Kerry will send that list to Gene, who volunteered several months ago to work on the directory.

6. Association insurance

Nicole has been working with Cities staff to solicit bids for the insurance. Renewal is October 10.

7. Reserve account

See the treasurer's report, banking.

8. Tuckpointing/sidewalk/brick repair

Tuckpointing has been completed. 137 DWC sidewalk: A vendor was scheduled to work on two panels in the walk, but he discovered tree roots under the walk, so the project has been expanded to include seven panels, and a new bid will be requested.

9. Kick plates

Work is expected to be done the first or second week in August.

III. Agenda items for next board meeting: 2019 budget, annual meeting planning, tree removal/trimming, landscaping requests, directory, reserve fund, trimming amur maples, scheduling future board meetings, recruitment of board members, starting list of future amendments to the declarations and covenants

IV. Next regular meeting: Thursday, August 16, 2018, 6:00 p.m., County Market Community Room

V. Adjournment: The meeting adjourned at 7:12 p.m.

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B. Project updates

1. Welcome to our association: Pat and Paul Larson, 71 DWC; Michelle and Jack Mortel, 137 DWC.
2. ID159432, request for new patio @ 207 WCD at owners' cost. This includes repair of any lawn damage. Board approved.
3. ID159434, request for removal of two shrubs and replaced with two Hydrangeas on landscape committee list @ 261 WCD, owners' cost. Board approved.
4. ID159024, request for planting day lily plants @ 213 WCD. Board approved.
5. Townhouse 91 DWC, overhang patio, left corner, repaired small soffit material next to brick on 7/6 @ association cost. Board approved.
6. Soffit repair on 7/6 @ 225 WCD, overhang patio, right corner, association cost. Board approved.
7. Board approval by email for landscape installation @ 261-263 WCD for \$1,023.35.
8. Board approval by email for restoring areas that were washed out or driven over by vehicles. Locations 261-263-259-179-173 WCD and 85-47 DWC.
9. Pechacek General Contracting, 7/11/2018, replaced missing vent screen on roof @ 89 DWC, N/C.

RED CEDAR CANYON TOWNHOUSE ASSOCIATION

Treasurer's Report for June, 2018

Submitted July 18, 2018

RED CEDAR CANYON TOWNHOUSE ASSOCIATION		
Banking Report as of 6/30/2018		
Reported 7/19/2018		
Checking account (Cities Management at BNC Bank)	starting balance	\$ 58,303.17
Balance as reported on Cities Mgt financial statements	ending balance	\$ 57,520.77
Reserve Savings account (Cities Mgt)		
- BNC National Bank - Money Market	starting balance	\$86,186.36
- interest rate is .38%	ending balance	\$92,174.48
-BNC National Bank - ICS		
- interest rate is 0.25%	starting balance	\$250,341.45
	ending balance	\$250,341.45
-BNC National Bank - CDARS		
- 100,000 matures 1/9/2020 @ 0.85% 2 year CD	starting balance	\$200,000.00
- 100,000 matures 12/31/2020 @ 1.5% 3 year CD	ending balance	\$200,000.00
Total operating balance		
		\$57,520.77
Total reserves		
		\$542,515.93
Total all funds		
		\$600,036.70

Bills and Transfers Requiring Board Approval

	<u>Vendor Name</u>	<u>Notes:</u>	<u>Amount</u>
1	Advanced Disposal-Hartland-C1	Contract service through 6/30	\$ 4,063.17
2	Cities Management	Contract services	\$ 1,419.00
3	CMT-Cities Maintenance	Dryer vent check	\$ 110.00
4	CMI-Cities Management	Postage & Mailing	\$ 170.38
5	Greener Grass Systems, Inc.	Lane seeding	\$ 4,492.22
6	Greener Grass Systems, Inc.	Contract services	\$ 6,937.94
7	Greener Grass Systems, Inc.	Sod 263 WCD	\$ 2,576.92
8	Greener Grass Systems, Inc.	Add'l sod 263 WCD	\$ 342.88
9	Nature's Touch Irrigation	sprinkler 163 WCD, reprogram	\$ 187.00
10	Nature's Touch Irrigation	Service assessment new sod area	\$ 85.00
11	Pechacek's General Contracting, LLC	Soffits	\$ 1,800.00
12	Willow River Company	Shrubs	\$ 52.73
	Total		\$ 22,237.24

July Transfers to Reserves: \$ 11,333.33

Owner Assessments

As of 7/18/2018 there are 11 property owners who are behind in their payments to the association. The total amount owed to the association is \$1,983.00. Several are homeowner costs associated with exterior faucet replacements. All are within 30 days.

Reserve fund projection:

July reduction reflects payment for withdrawal for soffit repairs.

Month	Reserve Savings Acct	Reserve Investment Acct	Total	Change from previous month
December-18	148,841.13	450,187.53	599,028.66	11,333.33
November-18	137,507.80	450,187.53	587,695.33	11,333.33
October-18	126,174.47	450,187.53	576,362.00	11,333.33
September-18	114,841.14	450,187.53	565,028.67	11,333.33
August-18	103,507.81	450,187.53	553,695.34	11,179.41
July-18	92,174.48	450,341.45	542,515.93	-5,141.08
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