

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Minutes/Notes  
Thursday, August 16, 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 6:03 p.m. Present: Larry Williamson, president; Beth Gaede, secretary; Kerry Geurkink, treasurer; Gene Hoff, vice president. Absent: Karen Cullum, member-at-large. Guests: Judy Franck (47 DWC), Jackie Daharsh (141 DWC), Audrey Ichel (41 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.11 added, and adopted unanimously.
- D. Approval of July 19, 2018, minutes/notes: Updates were previously posted on the Cities Management website.

II. Agenda items

A. Treasurer's report

1. Banking

Checking account balance decreased, mostly due to the large water battle last month CDs remain steady. Total account balance is \$599,016.80.

2. Invoices and transfers

The treasurer separated bills that have already been approved from those that still need approval. Motion, seconded, and approved that invoices of \$500.00 or less can be paid by Cities Management after approval by the president and the treasurer. New Richmond Tree Service: Larry will review the items on the invoice, and after he determines it's accurate, the board will approve via email. Item 5 will be reimbursed by the realtor involved; Cities will need to follow up. Moved, seconded, and approved to pay all bills except New Richmond Tree Service.

3. Unit owner assessment status

See treasurer's report. No assessments are more than 30 days past due. Larry and Kerry will talk with Cities on August 23 to discuss, among other issues, (1) billing for shrubs and maintenance work, and (2) late fees that should not have been applied.

B. Project updates: See attached report.

7. Tree removal/trimming  
Six trees are scheduled to be removed. Not all of them will be replanted. Tree trimming will be done late fall.
8. Association insurance  
Bids have been requested. A price increase seems likely.
9. Starting list of future amendments to the declarations and covenants  
The covenants do not define common areas, which is a problem, because in many spots, the covenants frequently refer to common areas. The board will continue to note issues to be addressed in 2021, when the covenants specify that as of that date, only 75 percent of homeowners need to approve changes to the covenants. Currently, 90 percent approval is needed.
10. Irrigation  
Moved and seconded: To acknowledge that the association is at capacity for water pressure for irrigation purposes, to no longer entertain homeowner requests for irrigation modification. Further, to change the Architecture, Irrigation and Landscape modification form to eliminate references to irrigation. Motion ended in a tie, thus no change.
11. Association management company  
The board is meeting with Cities Management to discuss our service expectations. The board has not been satisfied with service levels of late.
12. Shrub replacement charges  
Moved, seconded, and approve to have the association pay for the total cost of shrub replacements and further, to reverse any homeowner charges already paid.

III. Agenda items for next board meeting: 2019 budget, tree removal/trimming, annual meeting planning

IV. Next meetings

1. Regular board meeting: Thursday, September 20, 2018, 6:00 p.m., County Market Community Room
2. 2018 association annual meeting: Thursday, September 27, 2018, 7:00 p.m. (with vendors available for questions at 6:30 p.m.), Woodland Hill Auditorium, 441 Stageline Road (east of Hudson Hospital)
3. Regular board meeting: Thursday, October 18, 2018, 6:00 p.m., County Market Community Room

V. Adjournment: The meeting adjourned at 7:45 p.m.

## C. Project discussions

Note: Jackie Daharsh asked that homeowners be notified of a Neighborhood Watch meeting on August 28, 7:00 p.m., in the pavilion on the park at Heritage Green. The meeting is in response to significant vandalism that has been taking place in our development and surrounding developments.

### 1. Judy Franck, 47 DWC

The homeowner is concerned about the condition of the lawn next to her house. The sprinklers seem to be watering the woods next to her house, rather than the lawn. Our irrigation company told Larry that years ago, irrigation heads were installed without increasing the capacity of the system, so the water pressure is maxed out. Larry, Kerry, and Judy will meet with Aaron to discuss possibilities.

### 2. Reserve fund (Kerry)

Motion: To transfer a total of \$250,000 from the reserve fund to invest in a new account with Charles Schwab, with the following allocation: \$50,000, cash / money market; \$100,000, 3-year CD; and \$100,000, 5-year CD. Current rates are 3.0% for the 3-year and 3.3% for the 5-year. The penalty for early withdrawal is a quarter of a point. Motion seconded and approved.

### 3. Annual meeting planning

Nicole has last year's packet, and this year's will include the same items. To be added for 2018: maintenance responsibility checklist. During the discussion period at the end of the meeting, speakers will be limited to three minutes.

### 4. 2019 budget

Nicole prepared a draft budget based on this year's expenditures to date and flagged items that the board needs to review. Larry assembled a project budget based on ongoing maintenance, projects underway, and anticipated needs. Bids have been requested for several projects. A major expense is lawn care and snow removal, and Larry and Kerry met with another lawn and snow care vendor about their interest in working with our association. They will provide a quote.

### 5. Recruitment of board members

Nicole will send a broadcast message to all homeowners explaining that with the retirement of long-term board members, we will have vacancies to be filled. There is some urgency, as we will have at least two vacancies, possibly three this fall.

### 6. Scheduling future board meetings

Due to schedule conflicts and because the current schedule often results in the treasurer receiving reports from Cities only a day or two before the meeting, Kerry proposed the board meet on the fourth Monday of the month. This decision will be left to the next board.

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Board of Directors Meeting Project Updates  
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B. Project updates

1. Irrigation line leaking at corner of driveway @ 259 WCD. Nature's Touch repaired valve in valve box. Problem was box was full of roots, and manifold that connects to the valve was leaking and connection between the valve and the 1-1/4-inch zone line were leaking. Water needed to be shut down for at least 24 hours @ station A&D to drain main line. Board approved cost to repair between \$500 and \$600. Repair completed on August 8th.
2. Irrigation related problems: Dry spots in grass @ 149 WCD were caused by irrigation head not rotating.
3. A meeting is scheduled on August 23rd with Cities Management. Purpose of meeting is to walk through the Cities contract, resolve any service issues or misunderstandings, and confirm the amount of service fee for the 2019 calendar year.
4. Repaired irrigation head @ 237 WCD that was caused by installation or removal of a for sale sign. Charge for repairing grass area and head will be sent to real estate company.
5. A total of seven trees did not have grass removed and were not mulched as per proposal from contractor. Company is to complete the work at N/C. Location is @ 125, 131 DWC.
6. ID 878649: Large maple was removed along front sidewalk. Roots from tree caused damaged to seven sections of concrete. Grinding was completed, so new sidewalk could be leveled properly. Six other problem trees were removed along with seven stumps to receive best price from N.R Tree Service Co.
7. Our association water bill for the 3rd quarter was \$8,081.48. This quarterly expense is a significant increase over prior years, putting our total water bill @ \$10,037 for the year. To put this in perspective, 2017 bills were \$3,720.00 for 2Q and \$5,629.00 for 3Q, which is typically a period of heavy usage (although air temperature dictates how we water our association property). Water charge used to be \$1.53 for first 51 cubic feet, then \$.96 thereafter. It is now \$2.85 per cubic foot of water. Our association is also charge \$120.00/fire hydrant, based on what is considered private fire protection with a six-inch water main.
8. Bids are out for window/patio exterior caulk repairs for 188 windows and 11 patio doors, based on association board members' inspection, with the majority of repairs on DWC.
9. Green Oasis employee accidentally damaged a sprinkler head with push mower @ 125 DWC in front of sidewalk. Nature's Touch will do the repair and charge back to Green Oasis.

**RED CEDAR CANYON TOWNHOUSE ASSOCIATION**  
**Treasurer's Report for July, 2018**  
Submitted August 15, 2018

**Banking report**

<b>RED CEDAR CANYON TOWNHOUSE ASSOCIATION</b>		
<b>Banking Report as of 7/31/2018</b>		
<b>Reported 8/16/2018</b>		
Checking account (Cities Management at BNC Bank)	starting balance	\$ 57,520.77
Balance as reported on Cities Mgt financial statements	ending balance	\$ 46,592.86
Reserve Savings account (Cities Mgt)		
- BNC National Bank - Money Market	starting balance	\$ 92,174.48
- interest rate is .38%	ending balance	\$ 101,768.55
-BNC National Bank - ICS	starting balance	\$ 250,341.45
- interest rate is 0.25%	ending balance	\$ 250,655.39
-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		\$ 46,592.86
Total reserves		\$ 552,423.94
<b>Total all funds</b>		<b>\$ 599,016.80</b>

**Bills and Transfers Requiring Board Approval**

	<b>Vendor Name</b>	<b>Notes</b>	<b>Amount</b>
1	CMI-Cities Management	Copies, Admin Expense, Postage	\$ 24.90
2	Greg Bonnes NR Tree Svc	Tree services	\$ 4,057.25
3	Greener Grass Systems, Inc.	Grub control	\$ 1,266.00
4	Nature's Touch Irrigation	Irrigation Mo Svc & repairs	\$ 903.75
5	Nature's Touch Irrigation	Irrigation repair 137 DWC	\$ 75.00
6	Nature's Touch Irrigation	Irrigation service 259 WCD	\$ 550.00
7	Nature's Touch Irrigation	Irrigation service @ 2 homes	\$ 85.00
8	Willow River Company	Grounds/Landscaping	\$ 1,623.99
		<b>Total</b>	<b>\$ 8,585.89</b>

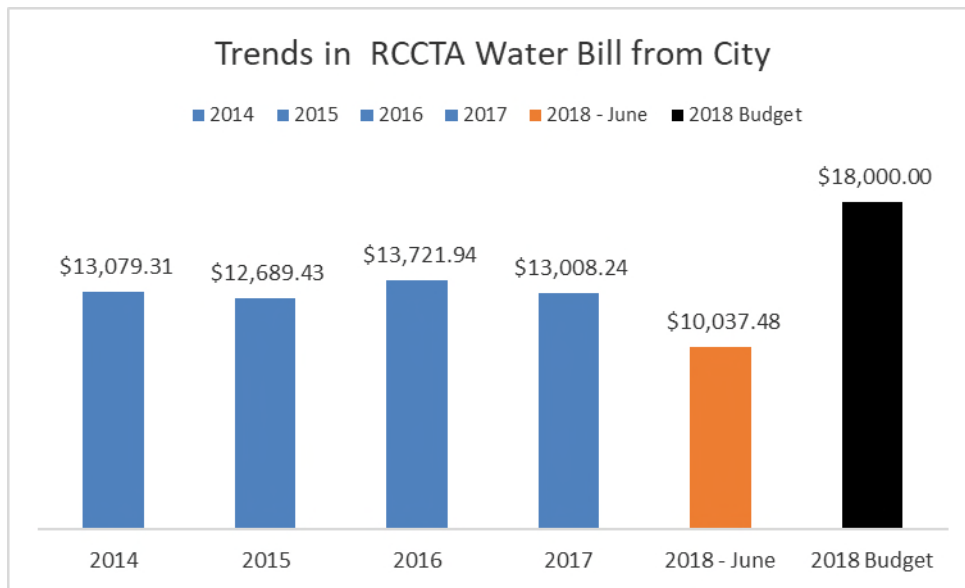
**Expenses previously approved per contract**

Greener Grass Systems, Inc.	Monthly service	\$ 6,937.94
Cities Management Mo Service	Monthly service	\$ 1,419.00
Nature's Touch Irrigation	*Monthly service included in invoice	\$ 280.00
	<b>Total</b>	<b>\$ 8,636.94</b>

**August Transfers to Reserves: \$ 11,333.33**

**Water bill approved by email prior to board meeting: \$ 8,081.43**

(See note regarding increase in City of Hudson charges in projects report.)



**Owner Assessments**

Homeowner assessments total \$2,502.70. All within 30 days. Most are homeowner charges for exterior faucet repairs and shrub replacement expenses. Cities will notify homeowners of expenses due.