

Red Cedar Canyon Townhouse Association (RCCTA)  
Board of Directors Meeting Minutes/Notes  
Thursday, September 20, 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. Guests: Judy Franck (47 DWC), John Maas (109 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.10 added, and adopted unanimously.
- D. Approval of August 16, 2018, minutes/notes: Updates were previously posted on the Cities Management website.

II. Agenda items

A. Treasurer's report

1. Banking

Kerry proposed that in the future, the first two pages of the balance sheet Cities prepares for the association be included in the minutes. The balance sheet includes more information than has been included in past minutes, and including a PDF of the sheet eliminates the risk of introducing mistakes in the treasurer's report.

2. Invoices and transfers

Moved, seconded, and approved to approve payment of items 1 through 6. Kerry proposed that in the future, Cities be authorized to automatically pay all standing and previously authorized invoices.

3. Unit owner assessment status

\$454 is overdue, and none is more than 30 days overdue. This is the lowest amount board members can recall.

Kerry has completed paper work for transfer of money market funds to Schwab accounts.

B. Project updates: See attached report.

### C. Project discussions

1. Gutter protection, maintenance request  
ID 168368: Request to install 149 feet of leaf-filter gutter protectors at the homeowner's expense. The color of the protector is very close to the color of the gutters and will hardly be noticeable from the ground. Installation moved, seconded, and approved.
2. Irrigation upgrade, station C/irrigation policy  
Moved to accept Nature's Touch bid to enhance irrigation capabilities for Station C in the amount of \$3,100, to be paid for out of the reserve fund and to be completed as soon as it is convenient for the irrigation service provider. Motion seconded and approved.
3. Policy: landscaping  
Moved that the association, with the guidance of the landscaping committee and approval of the board, will determine what shrubs and trees will be removed and replaced, select shrubs and trees to be planted from the landscaping committee's list of recommendations, and maintain all shrubs and trees. Seconded and approved. These guidelines will be presented at the annual meeting.
4. Tree removal/trimming  
Amur maples and dogwoods will be trimmed October 22. Larry presented a plan for tree maintenance for \$1,302.93. Moved, seconded, and approved.
5. Property insurance  
Cities obtained bids for association property insurance for six plans from two vendors and prepared a spreadsheet comparing coverage and costs under each plan. Moved, seconded, and approved to accept Sandeen option 1, a plan nearly identical to the one the association had this past year with a premium about 1 percent lower than last year.
6. Nominating committee  
Kerry and two other homeowners have submitted applications to serve on the board with terms beginning November 1, 2018.
7. 2019 budget  
Larry presented a list of possible projects for 2019, including: painting garage doors and frames; replacing address signs and posts; removing and replacing shrubs; and aeration. Board members will meet to review the budget Cities Management prepared for the board. A proposed budget will be presented at the annual meeting.
8. Annual meeting planning  
The board reviewed the agenda for the meeting. Kerry has prepared a PowerPoint presentation for the meeting.
9. Window caulking

We have two bids for replacing caulking. Moved, seconded, and approved to accept the bid from Cities Tech, contingent on their using the products specified in the request for bids.

10. Willow River contract

Kerry and Larry have met several times with Willow River, a family-run business, to discuss our association's landscaping and snow-removal needs. Our attorney is reviewing a one-year contract with the company. Moved, seconded, and approved to sign the contract, contingent on approval by our attorney.

III. Agenda items for next board meeting: outstanding items from annual meeting, landscape requests, audit, update on tax payment, finalize budget, garage-door painting bid, welcome new board members

IV. Next board meeting

Thursday, October 18, 2018, 6:00 p.m., County Market Community Room

V. Adjournment: The meeting adjourned at 7:47 p.m.



**Balance Sheet - Operating**  
 Red Cedar Canyon Townhouse Association Inc.  
 End Date: 08/31/2018

Date: 9/12/2018  
 Time: 6:19 pm  
 Page: 1

<b>Assets</b>			
Cash			
10-1116-000	BNC National Bank - Operating Checking	\$41,371.72	
Total Cash:			\$41,371.72
Assessments Receivable			
12-1300-000	Delinquencies Receivable	593.18	
Total Assessments Receivable:			\$593.18
Other Current Assets			
14-1340-000	Prepaid Insurance	3,326.88	
Total Other Current Assets:			\$3,326.88
<b>Total Assets:</b>			<b>\$45,291.78</b>
<b>Liabilities &amp; Equity</b>			
Current Liabilities			
20-2110-000	Accounts Payable - Operating	2,408.77	
20-2200-000	Prepaid Assessments	8,428.45	
Total Current Liabilities:			\$10,837.22
Member's Equity			
30-3100-000	Prior Years Balance	32,371.37	
Total Member's Equity:			\$32,371.37
	Net Income Gain / Loss	2,083.19	
<b>Total Liabilities &amp; Equity:</b>			<b>\$45,291.78</b>



**Balance Sheet - Reserve**

Red Cedar Canyon Townhouse Association Inc.

End Date: 08/31/2018

Date: 9/12/2018

Time: 6:19 pm

Page: 2

**Assets**

Cash

11-1000-004	BNC National Bank - MM	\$113,169.27	
11-1000-008	BNC National Bank - ICS	250,815.09	
11-2000-008	BNC National Bank - CDARS	200,000.00	

Total Cash: \$563,984.36

**Total Assets:** \$563,984.36

**Liabilities & Equity**

Member's Equity

31-3100-000	Fund Balance - Beginning of Year	472,074.87	
31-3490-000	Unrealized Gain (Loss)	7,345.11	

Total Member's Equity: \$479,419.98

Net Income Gain / Loss 84,564.38

\$84,564.38

**Total Liabilities & Equity:** \$563,984.36

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Board of Directors Meeting Project Updates  
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B. Project updates

1. Welcome to new owners @ 51 WCD, Marcia and Ty Beaulieu to our association.
2. Welcome to new owners @2 37 WCD, Wayne and Beth Wells to our association.
3. End of gutter downspout repaired @ 147 DWC by Cities Management Tech.
4. Tuck-pointing, sidewalk and brick repair was completed @ a cost of \$1,500.
5. Three soffits were repaired @ 139 DWC, corner of overhang on patio, front overhang, right side corner and right side of exterior garage alcove.
6. ID 167567, townhouse 121 DWC, board approved front screen door, Larson Lakeview, split view, sand stone finish, antique brass hand set, storm and screen door @ owners cost.

# RED CEDAR CANYON TOWNHOUSE ASSOCIATION

## Treasurer's Report for August, 2018

Submitted September 19, 2018

### Banking report

**Note to homeowners: In the future, the Treasurer's Report will only include notable changes to our finances. The Balance Sheet from the prior month-end will be included with the minutes distributed to homeowners and contains additional information in association finances.**

Banking Report as of 8/31/2018		
Reported 9/20/2018		
Checking account (Cities Management at BNC Bank)	starting balance	\$ 46,592.86
Balance as reported on Cities Management financial statements	ending balance	\$ 45,291.78
Reserve Savings account		
BNC National Bank Money Market	starting balance	\$101,768.55
interest rate is .38%	ending balance	\$113,169.27
BNC National Bank - ICS	starting balance	\$250,655.39
interest rate 0.25%	ending balance	\$250,815.09
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		\$ 45,291.78
Total reserves		\$563,984.36
Total all funds		\$609,276.14

### Bills and Transfers Requiring Board Approval

	Vendor Name	Amount
1	.CMT-Cities Maintenance	\$ 90.00
2	.CMT-Cities Maintenance	\$ 117.50
3	.CMT-Cities Maintenance	\$ 86.75
4	CMI-Cities Management	\$ 86.00
5	Nature's Touch Irrigation	\$ 92.00
6	Nature's Touch Irrigation	\$ 445.00
		<b>\$ 917.25</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>

**Expenses previously approved via email**

J.T. Improvements	Kickplate project downpayment	\$3,700.00
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**August Transfers to Reserves: \$ 11,333.33**

**Owner Assessments**

Delinquencies total \$454.00 and all within 30 days.

**Reserve Fund Report:**

Paperwork to establish an account with Schwab has been completed. The next step is to transfer money held in our name with BNC Bank to the Schwab account and then, to purchase the two CDs approved at the last board meeting.