

Red Cedar Canyon Townhouse Association (RCCTA)

Board of Directors Meeting Minutes/Notes

Tuesday, October 30, 2018 — 5:00 p.m.

Hudson Coffee and Bagel Company — Hudson, WI

I. Preliminary matters

- A. Roll call: incoming board members Kerry Geurkink, Bob Staebell, John Maas; outgoing board member Beth Gaede. Guests: Nicole Battles, Cities Management; Nick Fogle, Willow River Company.
- B. Proof of meeting notice: Notice of meeting and agenda sent to board members in advance; no objections.
- C. Agenda adoption: Agenda reviewed and adopted unanimously.
- D. Approval of September 20, 2018, minutes/notes: Updates were previously approved via email and posted on the Cities Management website.

II. Agenda items

- A. Willow River Company: Nick Fogle introduced himself and talked about how he will manage field crews. He has created a set of maps for the association that he will rely on when communicating with the association and crews. Nick has been in the “green industry” for more than 20 years, and Willow River was a subcontractor for him for many years. He joined Willow River in May as vice president of business development. Our association is the second homeowner association contract Willow River has taken on; the company intends to work with only four associations.

Lanes will be staked for snow plowing the first week in November. He has a crew of four experienced plow operators lined up for our association. He has the capacity to blow snow from the ends of the lanes and will do so as requested by the board. As much as possible, he would like to communicate via email with Cities and the board (to document conversations) and will provide email addresses and a hierarchy of phone numbers.

- B. Update from Cities Management (Nicole)

Nicole suggested that the board take greater advantage of Cities maintenance system, which documents requests and allows Cities to coordinate work with invoices. Kerry also pointed out that Cities needs to be informed about project plans, so they can answer homeowner questions. A Cities representative will attend nine meetings per year, four in person and five via phone or Skype, of 60 minutes. Cities would be willing to run a training session to help homeowners learn how to set up an account and use the website. Cities also has a client services call center that can answer about 90 percent of homeowners’ questions.

- C. Old Business

- a. Finalize 2019 Budget: Moved, seconded, and approved to adopt the budget as presented at the annual meeting. Dues will be \$293.00 per month, a 2.8 percent increase over 2018. The most significant increase in expenses for 2019 is in lawn and snow care.

- b. Status on tax payment / audit
The association's audit was done and taxes were filed in July by Mullen and Associates. The board will review the audit at its November meeting.
- c. Treasurer's report
 - i. Outstanding invoices: Bills and invoices requiring approval come to \$8,303.20 and include quarterly fire hydrant fees paid to the City of Hudson (\$120 per hydrant per quarter); treatments by New Richmond Tree Service (\$1598.33); and invoices from Pechacek Contracting (\$1,575.00) and Cities (\$121.31).
 - ii. Update on Reserve Fund Schwab account: Kerry reported that funds have been transferred to laddered CDs. Amounts and rates will be presented at the November meeting. (Board members thanked Kerry for researching and managing this complicated transfer.)
 - iii. Moved and seconded to approve the treasurer's report; approved. (See attached balance sheets.)

D. New Business

- a. Address outstanding maintenance and landscape requests: Cities will go through outstanding maintenance requests and contact homeowners as needed if it's not clear whether the request has been addressed. They can create a "hold" list that will be available for the spring walk-through. Homeowners are automatically notified when requests are put on hold.
- b. Schedule future board meetings
 - Thursday, November 29, 6:00 p.m., location TBD (County Market Community Room if available)
 - Thursday, December 20, 6:00 p.m., location TBD (County Market Community Room if available)
- c. Welcome new board members and assign roles and terms of service
Board members agreed to the following positions:
 - one-year term (one position): Kerry Geurkink will serve as president.
 - two-year term (one position): Bob Staebell
 - three-year term (two positions): John MaasRemaining positions will be filled at the next board meeting. Karen Cullum has one year left on her term. Cynthia Fisher decided not to accept her election to the board.

III. Agenda items for next board meeting: Determine which board member wishes to serve as liaison to Landscape Committee, determine who would serve as oversight for Reserve Fund management, 2019 projects, newsletter topics

IV. Adjourn

The meeting adjourned at 6:35 p.m.



Balance Sheet - Operating
 Red Cedar Canyon Townhouse Association Inc.
 End Date: 09/30/2018

Date: 10/18/2018
 Time: 10:45 am
 Page: 1

Assets

Cash			
10-1116-000	BNC National Bank - Operating Checking	\$49,074.52	
Total Cash:			\$49,074.52
Assessments Receivable			
12-1300-000	Delinquencies Receivable	660.38	
Total Assessments Receivable:			\$660.38
Other Current Assets			
14-1340-000	Prepaid Insurance	10,113.94	
Total Other Current Assets:			\$10,113.94
Total Assets:			\$59,848.84

Liabilities & Equity

Current Liabilities			
20-2110-000	Accounts Payable - Operating	15,305.52	
20-2200-000	Prepaid Assessments	6,515.51	
Total Current Liabilities:			\$21,821.03
Member's Equity			
30-3100-000	Prior Years Balance	32,371.37	
Total Member's Equity:			\$32,371.37
Net Income Gain / Loss		5,656.44	
			\$5,656.44
Total Liabilities & Equity:			\$59,848.84



Balance Sheet - Reserve
 Red Cedar Canyon Townhouse Association Inc.
 End Date: 09/30/2018

Date: 10/18/2018
 Time: 10:45 am
 Page: 2

Assets

Cash

11-1000-004	BNC National Bank - MM	\$270,947.67
11-1000-008	BNC National Bank - ICS	100,904.99
11-2000-008	BNC National Bank - CDARS	200,000.00

Total Cash: \$571,852.66

Total Assets: \$571,852.66

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 92,432.68

\$92,432.68

Total Liabilities & Equity: \$571,852.66

RED CEDAR CANYON TOWNHOUSE ASSOCIATION

Treasurer's Report for September, 2018

Submitted October 26, 2018

Banking report

Financial information, including the banking report information, can be found on the balance sheet report, included in the minutes.

Bills and Transfers Requiring Board Approval

\$ 8,181.89

	Vendor Name	Amount
1	City of Hudson	\$ 120.00
2	City of Hudson	\$ 120.00
3	City of Hudson	\$3,568.56
4	City of Hudson	\$ 120.00
5	City of Hudson	\$ 120.00
6	City of Hudson	\$ 120.00
7	City of Hudson	\$ 120.00
8	City of Hudson	\$ 120.00
9	City of Hudson	\$ 120.00
10	City of Hudson	\$ 120.00
11	City of Hudson	\$ 120.00
12	City of Hudson	\$ 120.00
13	City of Hudson	\$ 120.00
14	Greg D Bonnes - NR Tree Serv	\$ 158.25
15	Greg D Bonnes - NR Tree Serv	\$1,440.08
16	Pechacek's General Contracting, LLC	\$1,575.00

Expenses previously approved and paid this month:

\$26,927.80

	Vendor	Amount
Operating Checking	City of Hudson*	\$ 40.80
Operating Checking	Travelers	\$ 9,280.00
Operating Checking	Behrens Enterprises Inc.	\$ 349.00
Operating Checking	Presbyterian Homes & Services	\$ 100.00
Operating Checking	Rahn Home Services Inc (Ext Faucets)	\$ 927.00
Operating Checking	Advanced Disposal-Hartland-C1	\$ 4,055.54
Operating Checking	CMI-Cities Management (Ann mtg mailing)	\$ 625.20
Operating Checking	Greener Grass Systems, Inc. (mo. svc fee)	\$ 6,819.82
Operating Checking	SavATree (spider mite treatment)	\$ 955.44
Operating Checking	Darin K. Jaspersen kickplate**	\$ 3,775.00

*This requires a follow-up call to the city.

**This payment needs to be charged to reserve fund account.

September Transfers to Reserves:

\$ 11,333.33

Owner Assessments

Delinquencies total \$712.82 and all within 30 days.

Reserve Fund Report:

Paperwork to establish an account with Schwab has been completed. Paperwork to transfer funds to Schwab is in process.



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Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
Assessment Income							
4410-000 Assessment	\$31,920.00	\$31,920.00	\$-	\$287,280.00	\$287,280.00	\$-	\$383,040.00
4490-000 Replacement Fund Assessment	(11,333.33)	(11,333.33)	-	(101,999.97)	(101,999.97)	-	(136,000.00)
Total Assessment Income	\$20,586.67	\$20,586.67	\$-	\$185,280.03	\$185,280.03	\$0.00	\$247,040.00
Other Income							
5660-000 Fines & Penalties	-	-	-	(6.00)	-	(6.00)	-
5710-000 Investment Income	1.37	-	1.37	14.02	-	14.02	-
5720-000 Late Fees	45.00	-	45.00	615.00	-	615.00	-
Total Other Income	\$46.37	\$-	\$46.37	\$623.02	\$-	\$623.02	\$-
Homeowner Chargeback Assessments							
6140-000 General Maintenance Assessme	-	-	-	758.00	-	758.00	-
7160-000 Legal - Collections Assessments	-	-	-	298.00	-	298.00	-
Total Homeowner Chargeback Assesmen	\$-	\$-	\$-	\$1,056.00	\$-	\$1,056.00	\$-
Total OPERATING INCOME	\$20,633.04	\$20,586.67	\$46.37	\$186,959.05	\$185,280.03	\$1,679.02	\$247,040.00
OPERATING EXPENSE							
Homeowner Chargeback Expenses							
6140-000 General Maintenance Chargebac	-	-	-	807.00	-	(807.00)	-
7160-000 Legal - Collections Chargeback	-	-	-	298.00	-	(298.00)	-
Total Homeowner Chargeback Expenses	\$-	\$-	\$-	\$1,105.00	\$-	(\$1,105.00)	\$-
Repairs & Maintenance							
6140-000 General Maintenance	1,570.25	1,106.00	(464.25)	6,372.25	9,954.00	3,581.75	13,272.00
6200-000 Irrigation System	-	541.67	541.67	4,467.75	4,875.03	407.28	6,500.00
6210-000 Grounds/Landscaping	(150.66)	1,391.67	1,542.33	16,009.41	12,525.03	(3,484.38)	16,700.00
6215-000 Trees & Shrubs	-	1,513.75	1,513.75	4,611.07	13,623.75	9,012.68	18,165.00
6223-000 Lawn and Snow Contract	6,937.94	6,937.92	(0.02)	71,119.48	62,441.28	(8,678.20)	83,255.00
6225-000 Snow Maintenance	-	416.67	416.67	6,360.00	3,750.03	(2,609.97)	5,000.00
6350-000 Electricity	68.78	58.33	(10.45)	478.56	524.97	46.41	700.00
6380-000 Rubbish	4,055.54	1,485.17	(2,570.37)	18,154.74	13,366.53	(4,788.21)	17,822.00
6385-000 Water - Irrigation	40.80	1,500.00	1,459.20	10,078.28	13,500.00	3,421.72	18,000.00
Total Repairs & Maintenance	\$12,522.65	\$14,951.18	\$2,428.53	\$137,651.54	\$134,560.62	(\$3,090.92)	\$179,414.00
Administrative							
7060-000 Professional Accounting Fees	-	102.50	102.50	1,249.00	922.50	(326.50)	1,230.00
7130-000 Gen. Admin. Expense	8.00	41.67	33.67	166.99	375.03	208.04	500.00
7160-000 Legal Fees - General File	-	300.00	300.00	258.50	2,700.00	2,441.50	3,600.00
7185-000 Insurance Expense	2,492.94	2,724.00	231.06	23,511.69	24,516.00	1,004.31	32,688.00
7200-000 Management Fees	1,419.00	1,419.00	-	12,771.00	12,771.00	-	17,028.00
7230-000 Postage	185.40	83.33	(102.07)	487.89	749.97	262.08	1,000.00
7235-000 Copies	431.80	66.67	(365.13)	737.00	600.03	(136.97)	800.00
7285-000 Contingency	-	898.33	898.33	1,012.00	8,084.97	7,072.97	10,780.00
Total Administrative	\$4,537.14	\$5,635.50	\$1,098.36	\$40,194.07	\$50,719.50	\$10,525.43	\$67,626.00
Operating Reserve Expenditures							
6140-000 General Maintenance Expenditur	-	-	-	2,352.00	-	(2,352.00)	-
Total Operating Reserve Expenditures	\$-	\$-	\$-	\$2,352.00	\$-	(\$2,352.00)	\$-
Total OPERATING EXPENSE	\$17,059.79	\$20,586.68	\$3,526.89	\$181,302.61	\$185,280.12	\$3,977.51	\$247,040.00
Net Income:	\$3,573.25	(\$0.01)	\$3,573.26	\$5,656.44	(\$0.09)	\$5,656.53	\$0.00

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
RESERVE INCOME							
Replacement Fund Income							
4400-000 Assessments	\$11,333.33	\$11,333.33	\$-	\$101,999.97	\$101,999.97	\$-	\$136,000.00
Total Replacement Fund Income	\$11,333.33	\$11,333.33	\$-	\$101,999.97	\$101,999.97	\$0.00	\$136,000.00
Other Income							
5710-000 Investment Income	234.97	-	234.97	1,332.71	-	1,332.71	-
Total Other Income	\$234.97	\$-	\$234.97	\$1,332.71	\$-	\$1,332.71	\$-
Total RESERVE INCOME	\$11,568.30	\$11,333.33	\$234.97	\$103,332.68	\$101,999.97	\$1,332.71	\$136,000.00
RESERVE EXPENSE							
Replacement Fund Expenditures							
6130-000 RF Exterior Work	3,700.00	-	(3,700.00)	10,900.00	-	(10,900.00)	-
Total Replacement Fund Expenditures	\$3,700.00	\$-	(\$3,700.00)	\$10,900.00	\$-	(\$10,900.00)	\$-
Total RESERVE EXPENSE	\$3,700.00	\$-	(\$3,700.00)	\$10,900.00	\$-	(\$10,900.00)	\$-
Net Reserve:	\$7,868.30	\$11,333.33	(\$3,465.03)	\$92,432.68	\$101,999.97	(\$9,567.29)	\$136,000.00