

# Red Cedar Canyon Townhouse Association (RCCTA)

## Minutes

Thursday, December 20, 2018 – 2:00 – 3:30 PM

### County Market Community Room

#### I. Preliminary matters

In attendance: Kerry Geurkink, President, Bob Staebell, Vice President, John Maas, Member at Large, Jesse Heinke, Cities Management. Meeting notice sent to board members prior to meeting, agenda adopted at meeting. Minutes approved prior to meeting via email.

#### II. Agenda item

##### a. Old Business:

- i. Treasurer Report: attached to minutes. Reserve fund new CD purchase shown on Balance sheet. **Action:** Jesse will check with Cities accounting to be sure that detail on Schwab account are reflected in financial reports.
- ii. Recruitment of Association Board Members / volunteers
  1. Board Member Application received from Gretchen Trebnick. Motion approved to accept application.
  2. New Architectural & Landscape Committee: Bob Staebell will chair this committee and act as board liaison. We have had several current volunteers and new volunteers step forward to serve on this committee. Thank you to those who stepped forward to serve. **Action:** Bob intends to call the first meeting of this group in late February.
- iii. Tree trimming project: The Landscape Committee prepared a list of trees to be trimmed this winter. We believe that we obtained a bid last fall. **Action:** Jesse will look for bid for board approval and scheduling. Alternatively, obtain new bid for board approval.
- iv. Scheduling Board Meetings in 2019: Tentatively scheduled for fourth Monday of each month at 3:00. **Action:** Jesse will look to secure a meeting location. Ideally, at the County Market community room or the Public Library.

##### b. New Business:

- i. 2019 Projects: The board spent time identifying operational and other projects for next year. Projects will be communicated through minutes. Jesse reiterated that the operational projects can be managed by Cities. The board identified several additional projects that we will ask Cities to coordinate.

- ii. Review and respond to outstanding maintenance, modification requests and violations: The board approved the modification to add a flag pole at 37 DWC, conditioned on location between pine tree and patio.
- iii. Potential newsletter topics: Kerry will send an outline of newsletter topics to the board for input.
- iv. Year-end report –Financial summary including notes on banking, Reserve Fund and budget summary for the next board meeting. **Action:** Jesse make sure that this report is prepared by Cities to share with the board. He estimates that this will be completed by late January or early February.

III. Future agenda topics: Follow-up items from board meeting and 2019 Project Planning list.

IV. Adjourn at 3:35

Respectfully submitted, Kerry Geurkink, acting Secretary