

Red Cedar Canyon Townhome Association
Board Meeting: RE: Monthly Meeting
Monday, May 20, 2024, 12:00 noon
First National Community Bank

The monthly meeting minutes are subject to review/approval by the board of directors (BOD) at the next meeting.

There was no Executive business prior to the BOD meeting.

The Monthly BOD meeting of RCC Townhome Association (RCCTA) was held in-person at First National Community Bank (FNC.) Dave Preller (DP) called the meeting to order at 11:56 am. Board members present: Karen Mackesey (KM.) Property Manager, Matt Fee (MJF,) present. Karen Cullum (KC) was unavailable. No homeowners were in attendance.

1. Approval of Meeting Minutes

KM motioned/DP seconded to approve the April 15, 2024, meeting minutes. Motion passed.

2. Agenda Approval

KM motioned/DP seconded to approve the May agenda as submitted. Motion passed. (Agenda attached.)

3. President's Report

DP mentioned it is an **opportune time for homeowners to join the BOD** as we are two members short. There are no large 2024 projects and the 2022 hailstorm repair is behind us. The **BOD meets once a month; you have input into HOA concerns, projects and vote on routine issues.** KM added the Secretary's position is open; it entails attending the meeting, typing up and publishing the meeting minutes. With no major projects, and not taking on any additional tasks, it is typically five hours or less per month. The VP position is also vacant. Zoom meetings are planned for October through March/April. Daily business is managed by our Property Manager, MJF.

Corey Rose (CR,) Land Management, will submit a bid for minor sod repair throughout the HOA. DP also mentioned another area, between units 43/45 as last year's seed did not grow. The BOD discussed possible solutions. Sodding would be expensive for that large of an area. A potential solution would be native ornamental grass. MJF will ask Meadowlark Landscaping (ML) about such a solution and get back to us.

Irrigation was activated a few weeks ago; Evergreen Irrigation (EG) ran it last week as the rain forecast did not materialize. Everything shows to be in working order.

CR requested the BOD to review a BOD-removed clause eliminated in last year's contract. The removed clause would have allowed CR to perform snow pushbacks without BOD approval; it was for up to 25 machine hours at his discretion. He stated it could be warranted in mid-January or February. CR's request could potentially add \$6,250 to the contract if all hours were necessary; CR said he could cover two pushbacks with this clause. Typically, 30 minutes per 'finger' is required; RCCTA has approximately 15 separate lanes.

The BOD verified the cost to do this; it is \$250/machine hour; normally it involves snow blowing equipment and a skid loader. The blower would use up more hours than the skid loader. BOD has time to review the request as the contract is up this Fall.

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4. Treasurer’s Report

KM presented the financial report.

	April 2024 Financials Reported Out on:		March 2024 Financials Reported Out on:	
	<u>May 20, 2024</u>		<u>April 15, 2024</u>	
Checking Account:	\$	20,906	\$	20,376
Savings Account:	\$	16,104	\$	15,103
Reserve Fund (net)	\$	626,491	\$	613,006

KM stated there is over \$99k in the money market account; if an opportunity arises for a higher yielding CD, the money will be transferred. There were no out-of-the-ordinary expenses this month. Late accounts have been minimized. **KM motioned/DP seconded to approve the Treasurer’s Report as submitted; motion passed.**

5. Manager’s Report

MJF stated the ‘stained’ **retaining wall**, by GMH (the handyman) **is completed**. The BOD agreed it looked good.

Meadowlark Landscaping (ML) will be dropping the mulch bales this week and planning to spread it next week. The project is dependent on the weather. RCCTA paid \$8,000 for the first half of the mulch.

According to GMH, the **gutter cleaning will be done end of May. Dryer vent cleaning has been completed and the intake vents will be completed by month end.** With regards to the preventative soffit repair which will help reduce rodent entry, that project will start in about eight weeks. This repair is only done on a need-be-basis to quads and must be approved by the BOD beforehand.

MJF reported on an area near a unit which neglected to pick up dog waste. Please note it is the unit’s responsibility to perform this task. The manager will send out a letter. **Section 61 in Declarations details the expectations of owners and the HOA/BOD responsibilities. The owner has 30 days from the time of the letter to make the situation right. If nothing is done, the issue is turned over to the HOA Attorney and it turns into a legal matter, which is then discussed by the Attorney and homeowner, and not the BOD or manager. Attorney fees, violation fees and the expense to repair the area bringing it back up to an acceptable condition will be the responsibility of the homeowner.**

6. Old Business

Much of the old business was discussed during the Manager’s Report. The only item to note is that the **HOA will not be receiving ‘crack filling’ in 2024.** The asphalt project, third phase, is scheduled for 2025. At that time, FPI will be removing and installing new blacktop. To crack fill for one year is not a sound business decision.

7. New Business

No new business.

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8. Homeowner Input

There was no input.

The next BOD meeting will be in a conference room at the **First National Community Bank (exit 4) on Monday, June 17, 2024, 12 noon. DP motioned/KM seconded to adjourn the meeting at 1:02 pm. Motion passed.**

Respectively submitted,

Karen M. Mackesey
Red Cedar Canyon Townhouse Association, Treasurer

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RCCTA EXECUTIVE BOARD MEETING AGENDA

Type of Meeting: Regular Monthly Board
Meeting Date: May 20, 2024
Location: First National Community Bank
Call to Order: 12:00 noon

Executive Session of Board: 12:00 – 12:10 pm (closed to guests)

- 1.0 Call to Order – 12:00 noon
- 2.0 Roll Call
- 3.0 Approval of Previous Meeting Minutes
- 4.0 Approval of Meeting Agenda
- 5.0 Reports
 - 5.1 President’s Report
 - A. Walk through areas of need
 - B. Sod Repair
 - C. Irrigation
 - D. Clause in CR contract for snow removal build up
 - 5.2 Treasurer’s Report – Monthly Financials
 - 5.3 Manager’s Report - MJF
- 6.0 Old Business
 - 6.1 Retaining walls, plan moving forward
 - 6.2 Bids: Approved. Schedule of service.
 - A. Mulch – Meadowlark: \$15,357.50
 - B. Soffit Reinforcement – GMH: \$1,360
 - C. Gutter Cleaning-GMH: \$1,745
 - D. Dryer Vent Grate Cleaning-GMH: \$1,232
 - E. Intake Vent Grate Cleaning-GMH: \$853
 - 6.3 Phase III Asphalt Project
 - 6.4 Pest Control Policy
- 7.0 New Business
- 8.0 Homeowner Input/Open Forum
- 9.0 Next Meeting Date and Time – (tentatively) Monday, June 17, 2024 (in-person)
- 10.0 Adjournment

Important Dates to Remember: