

Red Cedar Canyon Townhome Association
Board Meeting: RE: Monthly Meeting
Monday, June 17, 2024, 12:00 pm
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 12:00 pm. Board members present: Karen Cullum (KC,) Member-at-Large, Karen Mackesey (KM,) Treasurer/Secretary. Property Manager, Matt Fee (MJF,) present. Two homeowners were in attendance: Audrey Ichel (AI) and Bob Stabell (BS.)

1. Approval of Meeting Minutes

KM motioned/KC seconded to approve the May 20, 2024, meeting minutes. Motion passed.

2. Agenda Approval

KM motioned/KC seconded to approve the June agenda with the addition of the Pet Policy under New Business. Motion passed. (Agenda attached.)

3. President's Report

Opening the report, DP asked if **Evergreen (EG) was using irrigation hotspots**. Hotspots interact with local weather stations optimizing irrigation. MJF stated EG is using the hotspot process. **Currently, however, he has overridden the process to keep the newly laid sod watered**. He overrode the hotspots in specific RCCTA zones, not the entire HOA.

If homeowners have an issue with a specific area of irrigation as it relates to their unit, notify MJF from whom will add it to the monthly EG worklist.

DP asked if CR (Corey Rose Land Management) was going to sod an area where in 2023, trees were removed. **CR did not have enough sod left from the original project but will be able to sod later.**

The **CR snow 'pushback' clause** was discussed. CR requested the following clause: during the winter, if snow pushbacks are required, CR, at his discretion, can use up to 25 hours of labor and machines to pushback accumulated snow without requesting approval from the BOD. CR stated this helps him keep lanes and drives as wide as possible. **DP motioned/KM seconded to approve the motion. DP called for discussion.**

KM stated she was not in favor of this clause. CR should notify the BOD if pushbacks are necessary. He should have an idea of pushbacks before they are needed. His clause could potentially add another \$6,250 of unforeseen expense; it is \$250 per hour per machine. To help facilitate his snow process, the BOD needs to expedite their response back to CR when required. **Motion was called. BOD defeated the motion.** MJF will relay the outcome to CR.

Lastly, a request to publish the homeowner directory on the website was presented. The BOD briefly discussed. KM stated she did not want the information on the web to protect the privacy of emails, names, etc. Over the prior 12 months, numerous real estate transactions have concluded and MJF will send an updated directory to the BOD.

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4. Treasurer’s Report

KM presented the financial report.

	May 2024 Financials Reported Out on:		April 2024 Financials Reported Out on:	
	<u>June 17, 2024</u>		<u>May 20, 2024</u>	
Checking Account:	\$	24,662	\$	20,906
Savings Account:	\$	17,089	\$	16,104
Reserve Fund (net)	\$	639,937	\$	626,491

On May 31, 2024, KM stated \$100k was moved from money market to Royal Credit Union’s 9-month CD at 5.032%. With respect to the current monthly expenses, everything was in order and budgeted. **KM motioned/KC seconded to approve the Treasurer’s Report as submitted; motion passed.**

5. Manager’s Report

During MJF’s report, the BOD discussed the retaining wall staining project. The BOD stated they are not going to stain anymore walls; HOA retaining walls were constructed in various years, therefore the stones have not all aged the same, the blocks are not from the same lots, and at this time, it is not cost beneficial to perform this task.

Lastly, he presented requests from homeowners (maintenance and landscaping) to the BOD. The BOD discussed the concerns. **Addressing the specific dead tree issue, the BOD will not always be replacing ‘like trees with like trees.’** Over time, some trees have ‘outgrown’ their area. This is especially found on lanes where trees were planted near the front sidewalk/driveway area. Some tree areas are less than two feet nearby retaining walls. For that reason, the BOD will look for suitable alternatives preventing adverse impact on the driveway, sidewalk and retaining wall blocks.

6. Old Business

Old business was discussed during the Manager’s Report.

- Meadowlark (ML) completed the mulch. The bid was \$15,357.50. MJF will inspect it this week.
- GMH (repairperson) completed the gutter cleaning. The bid was \$1,745.
- GMH completed the dryer vent inspection and removal/cleaning. The bid was \$1,232.
- GMH completed the intake vent grate cleaning. The bid was \$853.
- GMH will start the soffit reinforcement project next week. The bid was \$1,360.

7. New Business

The **Animal/Pet Policy was discussed. The BOD will address the concerns with a future policy.** At this time, one of the only areas pets are noted in RCCTA documents is in Section 61 of the Declaration, which will be expounded upon in the policy. The purpose is to clarify owner’s responsibilities for their pets, the health and safety aspect, what happens when waste is not picked up, what happens for damage created by pets, legal fees, etc.

The BOD discussed the monthly meeting format. KM motioned/KC seconded to move BOD meetings to Zoom. DP opened it to discussions. Zoom meetings are easier to attend: no traffic, uninterrupted work schedules, saves BOD members time, potential for more homeowners to participate from their own home,

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less work for BOD members (which would be advantageous for those looking to join the BOD.) BOD voted unanimously to approve the motion.

8. Homeowner Input

AI wanted clarification on the Rodent Policy. If a homeowner has a rodent in their attic/soffit area, they are responsible to call their choice of rodent removal service to rid the area. The owner notifies the Property Manager (PM) as soon as possible that there is a rodent issue. Upon removal, the rodent service will typically, temporarily, obstruct the opening. When the rodent is removed, the owner must let the PM know as soon as possible. GMH will then inspect the area to see if additional reinforcement is required (which typically is warranted.)

BS asked if trapping the rodents would be effective. MJF stated another HOA does trap and it is a large expense. The BOD approved a long-term solution of reinforcing the soffits. This will be done on a need-be-basis, BOD approved and will be completed over a few years. (This was approved in a prior meeting.) The intent is to prevent rather than just a temporary solution.

Lastly, he asked about Abrahamson's planting schedule. MJF stated he has not received the proposal yet for the BOD approval.

The next BOD meeting will be July 15, 2024, 6 pm, Zoom Teleconference; if participation is desired, contact MJF. **KC motioned/KM seconded to adjourn the meeting. The meeting was adjourned at 12:46 pm.**

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: June 17, 2024
Location: First National Community Bank
Call to Order: 12:00 pm

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

- 1.0 Call to Order – 12:00 pm
- 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
- 7.0 New Business
- 8.0 Homeowner Input/Open Forum
- 9.0 Next Meeting Date and Time – Monday, July 15, 2024 (tentative)
- 10.0 Adjournment

Important Dates to Remember: