

Red Cedar Canyon Townhome Association
Board Meeting: RE: Monthly Meeting
Monday, October 21, 2024, 1:00 pm
Zoom Teleconference

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 via Zoom. Dave Preller (DP) called the meeting to order at 1:00 pm. Board members present: Marcia Preller (MP,) Doug Beland (DB,) Karen Mackesey (KM,) Treasurer/Secretary. Property Manager, Matt Fee (MJF,) present. Three homeowners were present: Jackie Daharsh (JH,) Bob Stabell (BS,) and Janet Quinto (JQ.)

DP opened the meeting reviewing this is our BOD monthly business meeting to discuss RCCTA business. Comments from the audience will be taken at the end of the business meeting in the open forum time and at which time they would be heard. If clarification of a topic is required, they can ask during the business meeting.

1. Approval of Meeting Minutes

KM noted there were no meeting minutes to approve. Last month's minutes of the annual meeting will be approved at the 2025 annual meeting.

2. Agenda Approval

KM motioned/MP seconded to approve the October Agenda. Motion passed. (Agenda attached.)

3. President's Report

Cory Rhodes (CR,) Land Management, is transitioning from summer/fall to winter. **The work plan for the leaf pickup, plant trimming, etc. is the first week in November.**

Other topics, landscape information, annual meeting evaluation, etc, will be reviewed in Old/New Business.

4. Treasurer's Report

KM presented the financial report.

	September 2024 Financials Reported Out on:		August 2024 Financials Reported Out on:	
	<u>October 21, 2024</u>		<u>September 17, 2024</u>	
Checking Account:	\$	14,050	\$	8,309
Savings Account:	\$	21,095	\$	20,094
Reserve Fund (net)	\$	695,326	\$	681,478

One CD will be maturing next month with plans for reinvestment. **KM motioned/DB seconded to approve the Treasurer's Report as submitted; motion passed.**

It was reiterated the Property Manager has up to \$1,000 of discretionary spending without approved. For example, required repair parts, irrigation line ruptures, emergency tree trimming, etc.

5. Manager's Report

On October 21, 2024, MJF completed the fall walkaround; a list was sent to the BOD. DB walked the majority of the property with MJF. Homeowner-noted concerns were inspected as well as the overall HOA.

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The general items reviewed:

- Sidewalk and cement slab levelness, cracked, etc.
- Yard/lawn growth and nongrowth
- Bushes required
- Tree trimming
- Trees not thriving
- Garage bucks needing paint
- Cement retaining walls
- Blacktop
- Roofing, such as shingles, etc.

BOD discussed the items. **The cement issues will be discussed in Old Business. Many concerns will be addressed spring of 2025.** BOD stated if bare areas were not conducive to grass growth, grass would not be planted. **Crab Apple trees will be addressed/sprayed by Save-a-Tree (SAT) second week of May, 2025.**

KM asked if Abrahamson's (Abe's) inspected all dying shrubs. Abe's inspects for typical shrubs/bushes, but does not inspect all plantings. If the HOA wanted a larger scoped planting, Abe's would have to submit an invoice; this would also entail a larger landscaping budget for a future budget year.

MJF will obtain a bid for an area for a layer of dirt and mulch to cover a 30 feet area of exposed tree roots on WCD. This is projected for 2025. Trees closer than three feet from units, will also be trimmed.

6. Election of Officers

The BOD discussed officer's responsibility and duties. No one was interested in the **President's position**; DP will continue (one-year left to term.) **KM** stated she would like to retain the **Treasurer's position** (one-year left to term.) **MP** volunteered to be the **VP** (three-year term.) **DB** volunteered to take on the **Secretary** job (second year of a three-year term per the Annual Meeting notes.) **After positions were agreed upon, MP motioned/KM seconded the motion. Motion carried.**

The HOA is still in need of another BOD member which would be Member-at-Large; however, depending on skills and background, the position could be decided upon. It is a three-year term.

7. Old Business

Garage door painting was discussed. No motion was made; **the majority of BOD members agreed it was homeowner's responsibility.** BOD members had different opinions on performing the task. It was pointed out there was nothing in the documents/policies to perform this task. To professionally paint the entire door, homeowners would have to be home to ensure the door was in a slightly open position to prevent panels sticking together. **Garage door bucks/sills, a HOA responsibility per documents, would be painted when needed.**

Gutters are tabled for the future as there was no immediate need. There is no project scope for it.

Brick edging has a volunteer group. The group includes: Gretchen Trebnick, Patty Solem, Doug Beland, Dave Preller. KM stated she was working on a project scope/project criteria rank spreadsheet so the members could use data to rank characteristics and needs.

The 2025 Budget Workshop will be Monday, October 28, 2024. It is important the BOD participates with comments, opinions, facts, etc. To determine the budget, we need to decide on 2025 projects. If a project is going to be completed, budget must be available.

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Prior to approving any budget amounts, the CR contract must be approved. **The BOD requested pushbacks be removed. CR still has it in contract.** During meeting, MJF called CR and requested the clause be removed. **KM motioned/MP seconded to accept CR contract without pushbacks, unless BOD agrees. Motion passed.**

During the walk around, **cement (sidewalks and foyer slabs) was reviewed.** Per the report, it was noted the sidewalks looked even, no cracks, etc. At the point where foyer slabs were not even with the sidewalks, it was speculated the front slab might have heaved from shrinking and swelling of the clay soil. This was noted on almost 20 units.

Per the Homeowner Responsibility List, cement patio slabs are homeowner responsibility. The BOD discussed this issue. BOD had mixed opinions with the statement; some agreeing and others not. Unfortunately, we have no policy addressing the front door cement area. KM suggested getting a professional opinion from a cement contractor and, if need be, give us a professional opinion on the root cause as well as a price. Due to colder weather, the ideal time for cement work is fast passing by.

However, first the BOD needs to know the responsibility of the foyer cement; they agreed to get a legal opinion as to who has the responsibility of foyer cement repair.

8. New Business

The new location of the Annual Meeting, Christian Community Home and Services – Hudson Campus, fits the HOA's needs. Pros: room size, ease of access, no distractions, no cost, easy sit up/take down, easier to hear others. Cons: parking limited if other events, HOA must set up tables, chairs, etc. The BOD decided to use this facility for next year.

9. Homeowner Input/Open Forum

BS stated his opinion was the garage door painting should be an HOA responsibility as it makes the HOA look uniform; secondly, his door was painted in the past. The foyer slab is not a patio slab and should be HOA. When we assign more to homeowner's, we run into the problem of non-compliance.

MJF brought up that at another MN HOA a few years back, a professional painter charged approximately \$250 per door. **The BOD decided to table the garage door painting for a future agenda.**

JD asked when FPI Asphaltting was to complete phase three. The BOD will go under advisement from Ron Birch, FPI, and if he says it is time, we will start it in 2025. This was the first time she has heard that the front entrance is homeowner responsibility. DP reiterated we will be having legal counsel review as we are unable to make a determination from documents. JD added there are two stumps yet to remove near her area.

The next BOD meeting will be Monday, November 18, 2024, at 1:00 pm. The meeting will be Zoom; email MJF for an invite. KM motioned/DB seconded to adjourn the meeting. Meeting adjourned at 2:28 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: October 21, 2024
Location: Zoom
Call to Order: 1:00 pm

Executive Session of Board: beginning of meeting if needed (closed to guests)

- 1.0 Call to Order – 1:00 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. Mowing/Snow Removal
 - B. Landscape Maintenance
 - C. Sav-a-Tree, Abrahamsons, Meadowlark
 - D. Fall Trimming – clean up, etc.
 - 5.2 Treasurer’s Report – Monthly Financials
 - 5.3 Manager’s Report - MJF
- 6.0 Election of Officers
- 7.0 Old Business
 - 6.1 Garage Doors
 - 6.2 Gutters
 - 6.3 Brick Edging
- 8.0 New Business
 - 7.1 Evaluation of Annual Meeting – comments, location, etc.
 - 7.2 Budget for 2025 – date for workshop
- 9.0 Homeowner Input/Open Forum
- 10.0 Next Meeting Date and Time – Monday, November 18, 2024; 1:00 pm-via Zoom
- 11.0 Adjournment

Important Dates to Remember: