

Woodlands of Livonia Homeowners Association Minutes of Board of Directors Meeting 07.16.12

Location: Arlis Olson residence
Convened: 6:20 p.m.
Adjourned: 7:15 p.m.

Present: Joel Rademacher (President), Eric Lindell (Vice President),
Arlis Olson (Secretary/Treasurer)

Notes: Agenda Items appear in large boldface type. Information, Discussion and Decisions sections appear in bold. Abbreviations are as follows: HOA- Homeowners Association, HO- Homeowner, BML- Board Member Lindell, BMR-Board Member Rademacher, BMS- Board Member Steffens, and TO- Treasurer Olson.

Review of Minutes

Decision

- Motion to approve minutes of the 04-17-12 Board meeting by BMR, second BML, carried unanimously.

Treasurers Report

Information

- TO gave a brief review of the status of checking and money market accounts and projections for cash flow through September.
- TO reviewed aged receivables of \$2,840.75 noting that amount is skewed as it includes credits for residents that have prepaid some of their quarterly dues. Therefore, the actual past due receivable amount was \$3,497.75 which was comprised of four HO properties with outstanding dues and late fees. The most significant amount past due is related to a foreclosure property that has apparently been sold and closing currently is scheduled for September—TO is working with the closing company to recover the past due amounts to the extent possible.
- TO reviewed the aged payables of \$1,144.12 which was comprised of ACE Solid Waste - \$1,113.52 for July garbage & recycling services and Black Moore Magnussen, LTD. - \$30.60 for May direct expenses. The ACE amount is an autopay item; therefore the only item needing action was the legal fee amount.

Discussion

- Board members reviewed the status of the HO property that comprised the majority of the unpaid dues and late fees. The property has gone through foreclosure and has recently been sold. Closing is scheduled for September. The amounts due prior to the Sheriff's sale were turned over to a collection agency and the amounts incurred following the Sheriff's sale are expected to be recovered from the bank at closing. The remaining

amounts are associated with three HO properties that had not paid their 3rd Quarter dues— past due notices were sent

Decision

- Motion by BMR to approve payment to Black Moore Magnussen - \$30.60; second by BML, carried unanimously.

Informational / Miscellaneous items

- a) 5th Addition Bridge Walls--BML & BMR had conducted an on-site inspection of the area to get a better understanding of the conditions and reviewed a previous proposal by a resident to organize a volunteer effort to repair/reconstruct the walls. It was felt the resident's proposal would likely be a good solution. TO was instructed to contact the resident to confirm his continued interest in the project and obtain a more specific work scope/cost estimate for the Board to review.
- b) 5th Addition Fountain & Electrical Service—TO reviewed the problems with the fountain (continually trips circuit breaker) and the underground electrical service (likely underground short). It appears the fountain will have to be taken to the vendor in Wisconsin for repairs and an electrical service company called out to see if they can identify/repair the underground service. BMR & BML will coordinate the fountain delivery and TO will call a service company.
- c) 26425 145th Street lawn care—TO reported that the property went through foreclosure and apparently has been vacated. Concerns have been raised about lawn care, specifically mowing. TO indicated he has an email address for the company that will be managing the property and, if the lawn is not maintained, he will contact them.
- d) Pavilion Area—TO reported that the heavy rains a few weeks ago caused significant erosion around the pavilion concrete pad and that something should be done to prevent further damage. BMR will contact a local landscape vendor and request an on-site meeting for suggestions and costs for necessary repairs.
- e) Trail Brush issues-- TO reported that the contractor that provides the trail snow removal services has raised concerns about trees, brush, etc. that are overgrowing the trails in certain areas and restricting his activities. During heavy snow events the weight of the snow causes the trees/limbs to hang down to the point where he can hardly get through. In one area he has broken off two side mirrors on his equipment. BMS is in the process of contacting the HO where the biggest problem exists. TO will coordinate a meeting with Board members and the snow removal contractor to identify other problem areas.
- f) Street Signs—TO provided the federal standards information for compliant signs and BML will continue his research. If a vendor can be identified that will be able to provide compliant signs at a reasonable cost that information will be brought back to the Board for review and further action. If it appears compliant signs cannot be obtained in the near future, the remaining vandalized signs will be replaced in their current format.
- g) HOA Street Party—The Board indicated their support for a HOA Street party that has been suggested by a resident and also will participate to a degree in costs for the event. Further coordination needs to be done on the matter though.
- h) Architectural Committee actions—BMR reported on the following Architectural Committee actions:
 1. Grunenwald/Hauge—the home has been sold and the new owners wish to retain the fence that was previously approved on an interim basis. The adjacent homeowners were contacted and do not have a problem with the fence at this time. The Committee, on a split vote, will allow the fence to remain with the

stipulation that the new owners sign a document to the affect that the Architectural Committee/BOD has the right to require the fence be removed if they decide the fence is in disrepair or objections are raised by adjacent neighbors.

2. Roberge—the home is in the process of being sold and potential new owners have a dog that is subject to seizures, therefore an “invisible fence” is not an option. They have requested permission to install a short segment of fencing behind the garage to contain their dog. The fencing would not be visible from the street and the adjacent neighbors do not have a problem at this time. The Committee, on a split vote, will allow the fencing once an actual application has been received but will stipulate the fence cannot be a standard chain link fence. At a minimum it must be a vinyl fence with color to be approved. Further action will follow on this item.

Email Motions

- Motion by BML on 07-25-12 to approve payment of the Court ordered judgment in the amount of \$1,020 to John E. Gracik/Alease Loitz; second by BMR, carried unanimously.
- Motion by BMR on 08-01-12 to approve payment to Laurie Grasso in the amount of \$1,150.00 for spreria pruning services; second by BML, carried unanimously.
- Motion by BMS on 08-25-12 to approve payments to Lake Restoration - \$387.00 for chemical treatment of HOA ponds; Brian Humphrey Construction - \$624.09 for mailbox assembly painting & post replacement; and Advantage Lawn Care - \$3,517.25 (lawn care services for 6/15—8/15/12, including fertilizer application; replacement of six sprinkler heads and repairs to the County 4 entrance irrigation pump supply line); second by BMR, carried unanimously.
- Motion by BML on 09-17-12 to approve payments to Laurie Grasso - \$1,756.00 for August gardening services & 32 mum plants; and Lake Restoration - \$387.00 for chemical treatment of HOA ponds; second by BMR, carried unanimously.
- Motion by BML on 09-17-12 to ratify payment to Park Equipment on 09-12-12 in the amount of \$347.35 (labor to inspect & reassemble the County 4 irrigation pump & the purchase of a safety switch to protect the pump & motor); second by BMR, carried unanimously.
- Motion by BMR on 09-26-12 to approve payments to Advantage Lawn Care - \$1,282.50 for lawn care services for 08/15—09/15/12 and Brian Humphrey Construction - \$614.07 for repainting of (4) mailbox assemblies, installation of (3) new mailbox posts and other miscellaneous mailbox repairs; second by BML, carried unanimously.
- Motion by BMS on 10-10-12 to approve payments to Ken Grasso - \$171.68 for electrical repair materials (\$91.56 - a new timer & wiring for the County Road 4 irrigation system fill pump and \$80.12 for a County Road 4 entrance lamp fixture); Lake Restoration - \$387.00 for HOA pond chemical treatment and Arlis Olson - \$688.45 (\$625.00 for 3rd Quarter treasurer services, \$20.25 for gas for the HOA tractor & blower, \$33.10 for a toner cartridge for the HOA printer and \$10.10 in printing costs for the homeowner notice included with the 4th Quarter invoice mailing), second by BML, carried unanimously.
- Motion by BMR on 10-25-12 to approve payments to IDI Bobcat - \$1,222.00 for November snow plowing services; Greg Weiers - \$10.66 for light bulbs for 5th Addition buildings and Arlis Olson - \$26.20 for HOA mailing envelopes & copy/printer paper, second by BML, carried unanimously.

- Motion by BMR on 10-25-12 to accept the Letter of Engagement from Johnson, Bruns & Co. outlining the terms of the audit of the HOA 2012 activity and authorizing Secretary/Treasurer Olson to sign the agreement, second by BML, carried unanimously.
- Motion by BMR on 10-29-12 to approve payment to Laurie Grasso - \$2,650 (\$1,500 for September gardening services & \$1,150 for fall spirea pruning), second by BML, carried unanimously.

Meeting Adjourned at 7:15 p.m. 07-16-12

Minutes prepared by Arlis Olson, approved on November 3, 2012 by:

Joel Rademacher

Eric Lindell

Kate Steffens